

LYNX Board Agenda


Meeting Date: 03/28/2024
Meeting Time: 1:00 PM

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

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

1. Call to Order

2. Approval of Minutes

-  Board of Directors Meeting Minutes 2.21.24

Pg 3

3. Public Comments

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

4. Chief Executive Officer's Report

5. Oversight Committee Report

6. Consent Agenda


A. Invitation for Bid (IFB)

- i.  Authorization to Issue an Invitation for Bid (IFB) for the Printing of Fare Media Pg 10


B. Award Contracts


- i.  Authorization to Negotiate and Award a Contract for Bulk Oils, Fluids and Lubricants to Palmdale Oil Company, LLC for a Not to Exceed Amount of \$539,000 Pg 11


C. Extension of Contracts


- i.  Authorization to Exercise the Second Option Year of Contract #21-C35 with American Facility Services, Inc. Pg 13

D. Miscellaneous


- i.  Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2024 Low or No Emission and for Buses and Bus Facilities Competitive Program in the Approximate Amount of \$27,650,000 Pg 15



- ii.  Authorization to Negotiate a Contract with Akerman, LLP Pg 17

- iii.  Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages Pg 19








- iv.  Authorization to Auction Surplus Capital Items Pg 21

7. Action Agenda

- A.  Authorization to Ratify a Grant Application to the Florida Department of Transportation (FDOT) for the FY2024 Low or No Emission and Buses and Bus Facilities Competitive Program for Rural Areas in the Total Amount of \$9,206,090 Pg 26

- B.  Authorization to Approve FY2023 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 28
- C.  Authorization to Implement April 21, 2024 Service Changes Pg 30

8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 34
- B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 36
 -Attachments   
- C.  Notification of Utilization of Project Contingency to McCree General Contractors & Architects, Inc. pursuant to Admin. Rule 4.5.4.D. in the Amount of \$116,903 Pg 43
- D.  Quarterly Service Recognition Pg 46

9. Monthly Reports

- A.  Communications Report - February 2024 Pg 48
- B.  Monthly Financial Report - December 2023 Pg 54
 -Attachments 
- C.  Paratransit Monthly Report - February 2024 Pg 56
 -Attachments 
- D.  Ridership Report - January 2024 Pg 64
 -Attachments 

10. Other Business

11. 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
Board of Directors' Meeting Minutes

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

DATE: **February 21, 2024**

TIME: **11:30 a.m.**

Members in Attendance:

Jerry Demings, Mayor, Orange County, Chair

Viviana Janer, Commissioner, Osceola County BoCC, Vice-Chair

Buddy Dyer, Mayor, City of Orlando

John Tyler, Secretary, Florida Department of Transportation – District 5, Secretary

Amy Lockhart, Commissioner, Seminole County BoCC

1. Call to Order

Chair Demings called the meeting to order at 11:33 a.m.

Chair Demings asked Secretary Tyler to lead the Pledge of Allegiance.

2. Approval of Minutes

Commissioner Janer moved to approve the Board of Directors meeting minutes of October 26, 2023. Seconded by Mayor Dyer. The minutes were unanimously approved as presented.

3. Public Comments

Joanne Counelis – Lake Mary, FL

Ms. Counelis would like to see buses running on holidays, weekends, and evenings so that no one gets stranded. She also requested more bus service in the Lake Mary area.

Margo Wright – Orlando, FL

Ms. Wright voiced her concerns about the construction surrounding the Colonial SuperStop. She cannot depend on bus route #6 and has to take bus route #51.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, introduced David Burrowes, Chief Operating Officer. Mr. Burrowes started with LYNX on January 2, and he has been riding the bus routes to learn about the route structure, Central Florida, the employees, and the passengers. Mr. Burrowes appreciates the warm welcome and has had pleasant experiences with LYNX so far.

The Pine Hills groundbreaking was on October 30, and the anticipated full-service operations will commence with the December service change.

The LYNX Central Station terminal was taken over for the holidays with toy soldiers. Customers enjoyed the decorations.

LYNX participated in the Downtown Orlando, Martin Luther King Jr. parade in January.

LYNX was honored to help the City of Orlando and the region celebrate the U.S. Olympic marathon trials. LYNX provided buses as a backdrop for advertising and for security measures.

Ridership continues to trend upward. Weekday ridership is around 61,000 trips per day. This is eight percent higher than last month and four percent higher than this time last year.

There are a few supplemental items in a packet at each Board members seat. These items include a hard copy of the Budget book, a copy of today's presentation on the Accelerated Transportation Safety Program, and a flier about the LYNX Bus Roadeo that will be held March 2. In 2023, there was a follow-up triennial review from the Federal Transit Administration. The report in the packet is a two-page cover letter recognizing that LYNX has no deficiencies in Procurement or the twenty-three review areas. Ms. Homler Hawkins recognized Chief Financial Officer, Leonard Antmann and Director of Procurement, Maurice Jones for creating standard operating procedures to achieve a report with no deficiencies.

5. Oversight Committee Report

There was no Oversight Committee meeting this month. Commissioner Janer stated that none of the agenda items had been reviewed or approved by the Oversight Committee.

6. Consent Agenda:

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

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Lawn Maintenance & Trash Removal Services at LYNX Bus Stops/Shelters

- ii. Authorization to Release a Request for Proposal (RFP) for HVAC System Replacement
 - iii. Authorization to Release a Request for Proposal (RFP) for Temporary Staffing and Permanent Placement Recruitment Services
- B. Extension of Contracts
- i. Authorization to Exercise the Second Option Year of Contract #20-C45 with Advanced Document Solutions and Increase the Not to Exceed Amount to \$317,427
 - ii. Authorization to Extend the Contract with Beep, Inc. with No Increase to the Not to Exceed Amount
 - iii. Authorization to Exercise the First Option Year of Contract #21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service and Increase the Not to Exceed Amount to \$310,000
- C. Miscellaneous
- i. Authorization to Update the Employee Awards and Service Recognition Policy
 - ii. Authorization to Declare March 2024 as Procurement Month
 - iii. Authorization to Ratify the Third Modification to Vanpool Fleet Management Services Contract with Enterprise Leasing Company of Orlando, LLC
 - iv. Authorization to Purchase Vanpool Vehicles for a Not to Exceed Amount of \$2,356,280
 - v. Authorization to Enter into Sub-Recipient Agreements and Award Funds Under Section 5310 to Selected Human Services Agencies
 - vi. Authorization to Enter into a Memorandum of Agreement with Orange County for In-Kind Transit Planning Services for the International Drive Transit Project
 - vii. Authorization to Issue a Task Order to Kittleson and Associates, Inc. for General Planning Services to Complete a Sustainability and Resiliency Plan for a Not to Exceed Amount of \$172,710
 - viii. Authorization to Issue a Task Work Order to VHB for General Planning Consultant Services to Complete an Americans with Disabilities Act (ADA) Transition Plan for a Not to Exceed Amount of \$425,952
 - ix. Authorization to Purchase Two (2) Replacement Vehicles for NeighborLink Transit Services for a Not to Exceed Amount of 340,000
 - x. Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses for a Not to Exceed Amount of \$19,000,000
 - xi. Authorization to Issue a Solicitation for the Painting of the Exterior Building and Interior Terminal Area at LYNX Central Station
 - xii. Authorization to Issue a Solicitation for the Passenger Terminal Restroom Renovations at LYNX Central Station
 - xiii. Authorization to Grant an Easement to Duke Energy Florida, LLC Related to the Construction of the Pine Hills Transfer Center
 - xiv. Authorization to Assign a Ten Percent (10%) Contingency in the Amount of \$1,478,658 to the Pine Hills Bus Transfer Center Project to McCree General Contractors, LLC

- xv. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
- xvi. Authorization to Auction Surplus Capital Items
- xvii. Authorization to Amend Contract for Planning Consulting Services for Orange County Transit Plan and Increase the Not to Exceed Amount to \$229,378

Mayor Dyer made a motion to approve Consent Agenda items 6.A.i. through 6.C.xvii. Seconded by Commissioner Janer. Motion passed unanimously.

7. Action Agenda

- A. Authorization to Ratify Grant Applications Submitted to the Florida Department of Transportation (FDOT) in the Total Amount of \$5,198,597 and Adoption of Resolution #24-001

Mayor Demings recognized Tiffany Homler Hawkins, Chief Executive Officer. Ms. Homler Hawkins stated that this is an annual grant application that was due to FDOT by January 12, and is on the Action agenda because Secretary Tyler will need to abstain.

Commissioner Janer made a motion for Authorization to Ratify Grant Applications Submitted to the Florida Department of Transportation (FDOT) in the Total Amount of \$5,198,597 and Adoption of Resolution #24-001. Second by Mayor Dyer. Motion passed unanimously with Secretary Tyler abstaining.

- B. Authorization to Enter into the FY2024 Service Funding Agreement with Orange County for the Accelerated Transportation Safety Program in the Amount of \$4,316,632

Mayor Demings recognized James Boyle, Director of Planning & Development. Mr. Boyle stated that Orange County dedicated \$100 million for improvements in the county. Forty-five percent of that money will be used to increase the frequency of several bus routes and build and improve bus stops and bus shelters.

Mayor Demings stated that in 2022 a referendum was advanced to the ballot, but it did not pass. This money is from General Fund dollars and is to address the transit needs of the community. Mayor Demings stated that as he is a representative of Orange County, he will abstain from the vote.

Mayor Dyer made a motion for Authorization to Enter into the FY2024 Service Funding Agreement with Orange County for the Accelerated Transportation Safety Program in the Amount of \$4,316,632. Second by Commissioner Janer. Motion passed unanimously with Mayor Demings abstaining.

C. Selection for Legal Services – General Counsel for a Not to Exceed Amount of \$450,000

Mayor Demings recognized Tiffany Homler Hawkins, Chief Executive Officer. She stated that the RFP for General Counsel was released on August 11, 2023. Four proposals were received. The Selection Evaluation Committee was comprised of representatives from this Board. The Committee ranked Gray Robinson first.

Commissioner Janer stated that she is surprised by the selection of Gray Robinson. If price was not considered, Akerman would have scored twenty-two points over Gray Robinson. She believes that institutional knowledge is more important than price. She prefers that the contract be awarded to Akerman.

Mayor Dyer asked Ms. Homler Hawkins for the hourly rate. Ms. Homler Hawkins stated that there are two hourly rates. The Partner rate for Gray Robinson is \$350/hour and Akerman is \$520/hour. The Associate rate for Gray Robinson is \$235/hour and \$440/hour for Akerman. The rates are stated in the proposals and are not negotiable.

Carrie Sarver, In-House Counsel stated that the price is part of the procurement process. In fairness, the Board should keep the pricing that the proposers submitted during the procurement process. If one firm changed the prices after the procurement process, then the disadvantaged firms could file a lawsuit. LYNX Admin Rules has a provision that governs lawsuits that states that the proposer would have to put up a bond for the value of the contract. This is for fairness in the Procurement process.

Commissioner Janer stated that other things should be taken into consideration during the procurement process like the experience of the proposer and the firm's methodology and approach. Without price, Akerman scored twenty-two points higher than Gray Robinson. For Commissioner Janer, experience and institutional knowledge are more important than pricing.

Secretary Tyler stated that the criteria used was maybe not what the Board was looking for. An alternative would be to terminate the procurement and restart with a new criteria that the Board finds acceptable.

Mayor Dyer stated that he likes Secretary Tyler's comments. In the past, counsel was chosen, and then the Chairman has negotiated the rates. Mayor Dyer supports the approach that Secretary Tyler has suggested.

Commissioner Janer stated that she agrees that the procurement process should be terminated.

Mayor Dyer made a motion to terminate the procurement process. Seconded by Commissioner Janer. Motion passed unanimously.

D. Election of LYNX Board of Directors Officers

Mayor Demings recognized Pat Christiansen, LYNX General Counsel. He stated that LYNX annually elects officers from the Board members at the end of each fiscal year a Chairman, Vice-Chair and Secretary. The officers typically remain in their positions for two years. Mayor Demings has been Chair for two years, and Commissioner Janer, the Vice-Chair, would typically move up to Chair. The Secretary of FDOT typically remains as the Secretary since they cannot hold another position.

Mayor Demings made a motion to uphold the customary practice and elect Commissioner Janer as Chair, Mayor Dyer as Vice-Chair, and Secretary Tyler as Secretary. Mayor Dyer seconded. Motion passed unanimously.

8. Information Items

There were three items for review purposes only, no action was requested.

- A. Notification for Banking and Financial Investment Related Services
- B. Notification of Settlement Agreements Pursuant to Administrative Rule 6
- C. Notification of Sole Source Procurements Pursuant to Administrative Rule 4

9. Monthly Reports

There were ten reports in the packets for review purposes only. No action was required.

- A. Communications Report – January 2024
- B. Communications Report – December 2023
- C. Communications Report – November 2023
- D. Communications Report – October 2023
- E. Monthly Financial Report – November 2023
- F. Monthly Financial Report – September 2023
- G. Paratransit Monthly Report – January 2024
- H. Ridership Report – December 2023
- I. Ridership Report – November 2023
- J. Ridership Report – October 2023

10. Other Business

Mayor Demings welcomed Commissioner Lockhart to the LYNX Board of Directors.

Mayor Dyer asked if there needs to be an extension to the General Counsel contract. Ms. Homler Hawkins stated that the contract was extended through June at the last meeting. Once a new timeline is established, an extension will be brought forward.

11. Adjourned:

The meeting adjourned at 12:20 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the February 21, 2024, LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Tony Deguzman
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Issue an Invitation for Bid (IFB) for the Printing of Fare Media

Date: 03/28/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) for the printing of fare media.

BACKGROUND:

Through Contract #21-C24, LYNX has purchased its fare media from EDM Technologies, Incorporated (formerly Electronic Data Magnetics, Incorporated) out of Winston-Salem, North Carolina. The initial term of the agreement has concluded, and staff would like to release an IFB to ensure that LYNX is paying the most competitive price in the current market.

Fare media includes: All fixed route magnetic tickets for monthly, weekly, daily, and single rider transportation as well as blank trim passes used in the fareboxes, and trim units located at the sales window in the main terminal.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2024 Operating Budget includes \$144,000 for the printing of customer fare media.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Elvis Dovalles
Director Of Maintenance
Kenneth Nath
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract for Bulk Oils, Fluids and Lubricants to Palmdale Oil Company, LLC for a Not to Exceed Amount of \$539,000

Date: 03/28/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Palmdale Oil Company, LLC., for bulk oils, fluids and lubricants for a term of one (1) year and a not to exceed amount of \$539,000.

BACKGROUND:

LYNX has a fleet of 292 transit vehicles and over 100 support vehicles. The oils, fluids and lubricants are used for the purposes of performing scheduled and unscheduled maintenance on LYNX transit vehicles and support vehicles.

On October 26, 2022, the LYNX Board of Directors authorized the release of an Invitation for Bid (IFB) for the provision of bulk fluids and lubricants. The IFB was released and posted on DemandStar and sent directly to interested suppliers on November 6, 2023. The following lot submissions were submitted by the return deadline of January 10, 2024:

Palmdale Oil Company, LLC	Lot 1000	\$336,610
Palmdale Oil Company, LLC	Lot 1100	\$135,314
Palmdale Oil Company, LLC	Lot1300	\$66,150
	Total	\$538,074.32

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$820,760 for bulk oils, fluids, and lubricants.

LYNX Board Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

From: Elvis Dovalos
Director Of Maintenance
Ricky Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the Second Option Year of Contract #21-C35 with American Facility Services, Inc.

Date: 03/28/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of contract #21-C35 with American Facility Services, Inc. for janitorial services at LYNX facilities.

BACKGROUND:

On March 25, 2021 the LYNX Board of Directors approved the award of Contract #21-C35 to American Facility Services, Inc. for janitorial services at LYNX facilities for two (2) years with three (3) one (1) year options in a not to exceed of \$1,200,000. Contract #21-C35 expired on May 1, 2023, and the first option was approved by the Board of Directors on April 27, 2023.

The Janitorial Services are used at the following LYNX facilities:

- 2500 LYNX Lane
- 455 North Garland Avenue

The janitorial services at all other LYNX locations are performed by the LYNX Facilities Maintenance group.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$425,000 for janitorial services at LYNX facilities.

LYNX Board Agenda

Consent Agenda Item #6.D. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2024 Low or No Emission and for Buses and Bus Facilities Competitive Program in the Approximate Amount of \$27,650,000

Date: 03/28/2024

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 FY2024 Low or No Emission Grant Program and the FY2024 Grants for Buses and Bus Facilities Competitive Program in the approximate amount of \$27,650,000 for the procurement of thirty (30) Compressed Natural Gas (CNG) Buses for replacement.

BACKGROUND:

On February 8, 2024, the FTA released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.10 billion in competitive grants under the FY2024 Low or No Emission Grant Program and approximately \$390 million under the FY2024 Grants for Buses and Bus Facilities Competitive Program. An applicant may choose to submit a project to one or both programs. If a project 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. LYNX named Gillig, LLC as the bus vendor partner on the application. Grant applications are due on April 25, 2024.

LYNX Board Agenda

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 Buses & 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%.

LYNX began the transition to low emission buses in 2015 with 204 CNG buses, 90 diesel and hybrid buses, and 14 battery electric buses currently in the fleet. Buses purchased under this grant opportunity will replace the diesel and hybrid buses continuing the transition.

LYNX will submit one application to both programs for the procurement of thirty (30) Compressed Natural Gas (CNG) Buses for replacement as described below. The local match will consist of Transportation Development Credits from the Florida Department of Transportation (FDOT).

FTA Low-No & Buses and Bus Facilities Funding Request Approximately:	\$23,500,000
Local Match (Transportation Development Credits) Approximately:	<u>\$ 4,150,000</u>
Total Project Cost Approximately:	\$27,650,000

The application will be scalable down to twenty-five (25) buses. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

LYNX is pursuing several funding opportunities, including this request, that if successful could result in the retiring of the last diesel-powered bus from the fixed route fleet in 2025.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

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

LYNX Board Agenda

Consent Agenda Item #6.D. ii

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement
Maurice Jones
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Authorization to Negotiate a Contract with Akerman, LLP

Date: 03/28/2024

ACTION REQUESTED:

Authorization by the Board of Directors to delegate to the Chairman the authority to negotiate a contract with Akerman, LLP for General Counsel Legal Services and to waive the competitive solicitation process provided for in LYNX Administrative Rule 4, Procurement and Contract Administration.

BACKGROUND:

There is no statutory authority that requires LYNX to competitively procure legal services. As a multi-county special independent district, LYNX is not subject to Section 287.057, Florida Statutes, which is the general law applicable to competitive procurements. Even if it were, Section 287.057 does not require the competitive procurement of legal services. LYNX does not use federal funds to pay for its legal services, therefore federal law would not apply to the procurement of legal services.

In the absence of any legislative requirements regarding the method of awarding contracts for legal services, the Board may exercise reasonable discretion and a contract may be negotiated and awarded by any practicable method that will safeguard the public interest.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The Approved FY2024 Operating Budget includes \$300,000 for legal expenses related to general counsel services.

LYNX Board Agenda

Consent Agenda Item #6.D. iii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6167

Item Name: Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages

Date: 03/28/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and bind coverage and premium for the renewal of its Property, Fiduciary Liability, and Pollution coverages with the assistance of Arthur J. Gallagher, Broker. The annual premiums are described below.

BACKGROUND:

At the Board of Directors meeting on March 23, 2023, the Board authorized the Chief Executive Officer (CEO) to negotiate and bind coverage and premiums for these coverages. This was executed for one year, beginning on April 1, 2023, and ending on April 1, 2024.

Premiums	2023	2024	% Change
Property Program	\$242,513	\$265,272	9.38%
Fiduciary Liability	\$9,268	\$9,268	0.00%
Pollution Coverage	\$45,780	See Below	0.00%
Total	\$299,584	\$276,564	

Property Insurance

The premium below includes the Florida Insurance Guaranty Association (FIGA) assessment of \$2,636 (1%).

LYNX Board Agenda

Year	Total Insured Value (TIV)	% Change TIV	Property Rate	% Change Rate	Premium/Increase	% Change Premium
2024	\$82,439,937	1.24%	\$0.3186	15.58%	\$265,272 (\$22,759)	8.58%

Fiduciary Liability

This policy covers the LYNX Deferred Compensation, DC Plan for BU Employees, and Money Purchase Plans for various groups of participating employees.

Pollution

Last year, LYNX purchased a three-year paid-in-full policy. No premiums are due until it is renewed, or another policy is purchased for coverage after April 1, 2026.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2024 Operating Budget includes \$319,274 for insurance expenses. Several policies will be renewed in October, and the remaining budget is expected to cover the anticipated premiums.

LYNX Board Agenda

Consent Agenda Item #6.D. iv

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Auction Surplus Capital Items

Date: 03/28/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, recycle or sell, at public auction, surplus and obsolete capital items as identified in the following detailed list.

BACKGROUND:

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for March 2024. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

Revenue Vehicles:

Revenue Vehicles with a total net book value of \$0.

- There are 9 Revenue Vehicles that have reached the end of their useful life and exceeding the FTA mileage requirement.

Other Vehicles:

Other Vehicles with a total net book value of \$0.

- There are 22 Van Pool and 13 Support Vehicles that have reached the end of their useful life and exceeding the FTA mileage requirement.

LYNX Board Agenda

Surplus Equipment:

Surplus equipment with a total net book value of \$0

Categorical Totals

Category	Acquisition Value	Net Book Value
Revenue Vehicles	\$ 2,960,816	\$0
Other Vehicles	\$ 970,080	\$0
Surplus Equipment	\$ 425,137	\$0
GRAND TOTAL	\$ 4,356,033	\$0

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The total net book value of the surplus items is \$0. The higher of the net book value or the net proceeds from the sale of any item may be due to the Federal Transit Administration (FTA) in FY2024.

Revenue Vehicles

Sys No	Co Asset No	Description	Class	Acquisition Date	Est Life	Acquired Value	Net Book Value
012715	734	35' LF BRT-G27B102N2 Gillig Bus	RV	09/30/08	9	\$314,661	\$0
012716	734a	CUMMINS ISL 8.3L 280HP ENGINE	RV	09/30/08	5	\$22,976	\$0
012717	734b	ZF 594C AUTOMATIC TRANS	RV	09/30/08	5	\$17,247	\$0
013123	9-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/03/09	9	\$323,646	\$0
013124	9-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/03/09	5	\$20,024	\$0
013125	9-309B	ZF 594C AUTOMATIC TRANS	RV	08/03/09	5	\$18,073	\$0
013126	10-309	35' LF BRT- G27B102N4 Gillig Bus	RV	07/29/09	9	\$323,646	\$0
013127	10-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	07/29/09	5	\$20,024	\$0
013128	10-309B	ZF 594C AUTOMATIC TRANS	RV	07/29/09	5	\$18,073	\$0
013138	14-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/06/09	9	\$323,646	\$0
013139	14-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/06/09	5	\$20,024	\$0
013140	14-309B	ZF 594C AUTOMATIC TRANS	RV	08/06/09	10	\$18,174	\$0
013144	16-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/07/09	9	\$323,646	\$0
013145	16-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/07/09	9	\$20,024	\$0
013146	16-309B	ZF 594C AUTOMATIC TRANS	RV	08/07/09	5	\$18,073	\$0
013147	17-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/07/09	9	\$323,646	\$0
013148	17-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/07/09	5	\$20,024	\$0
013149	17-309B	ZF 594C AUTOMATIC TRANS	RV	08/07/09	5	\$18,073	\$0

LYNX Board Agenda

013159	22-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/14/09	9	\$323,646	\$0
013160	22-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/14/09	5	\$20,024	\$0
013161	22-309B	ZF 594C AUTOMATIC TRANS	RV	08/14/09	5	\$18,073	\$0
013171	25-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/24/09	9	\$323,646	\$0
013172	25-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/24/09	5	\$20,024	\$0
013173	25-309B	ZF 594C AUTOMATIC TRANS	RV	08/24/09	5	\$18,073	\$0
019304	150517	Turtle Top Cutaway Van Pool	RV	03/01/16	4	\$73,630	\$0
Revenue Vehicles Totals						\$2,960,816	\$0

Other Vehicles

Sys No	Co Asset No	Description	Class	Acquisition Date	Est Life	Acquired Value	Net Book Value
015877	37414	2013 CHEVY TRAVERSE 8PASSENGERS	OV	06/07/13	4	\$24,396	\$0
015878	37415	2013 CHEVY TRAVERSE 8 PASSENGERS	OV	06/07/13	4	\$24,396	\$0
015883	37165	2013 CHEVY TRAVERSE 8 PASSENGERS	OV	06/07/13	4	\$24,396	\$0
015888	37164	CHEVY TRAVERSE 8 PASSENGERS	OV	06/07/13	4	\$24,396	\$0
015889	37159	2013 CHEVY TRAVERSE 8 PASSENGERS	OV	06/07/13	4	\$24,396	\$0
016749	38242	2014 CHEVY TRAVERSE	OV	09/25/13	4	\$27,369	\$0
016751	38244	2014 CHEVY TRAVERSE	OV	09/25/13	4	\$27,369	\$0
016757	38250	2014 CHEVY TRAVERSE	OV	09/26/13	4	\$27,369	\$0
016763	38429	2014 CHEVY TRAVERSE	OV	09/26/13	4	\$27,369	\$0
016764	38425	2014 CHEVY TRAVERSE	OV	09/26/13	4	\$27,369	\$0
016901	38869	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,369	\$0
016902	38870	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,369	\$0
016905	38873	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,369	\$0
016906	38874	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,369	\$0
016908	38876	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,369	\$0
016909	38877	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,369	\$0
016915	38883	2014 CHEVY TRAVERSE	OV	10/31/13	4	\$27,369	\$0
016920	38888	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,369	\$0
016921	38889	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,369	\$0
017088	38154	2014 FORD E350 EXTENDED	OV	01/31/14	4	\$32,306	\$0
017263	38763	2014 FORD E350 EXT	OV	03/31/14	4	\$30,496	\$0
017269	38769	2014 FORD E350 EXT	OV	03/31/14	4	\$30,496	\$0
017276	38777	2014 FORD E350 EXT	OV	03/31/14	4	\$33,468	\$0
017282	39656	2014 FORD E350	OV	03/31/14	4	\$25,456	\$0
017866	41581	CHEVY TRAVERSE 7 PASSENGER 2015	OV	08/31/14	4	\$27,480	\$0
017867	41583	CHEVY TRAVERSE 7 PASSENGER 2015	OV	08/31/14	4	\$27,480	\$0
018295	45210	2015 Chevy Traverse	OV	11/30/14	5	\$27,480	\$0
018296	45211	2015 Chevy Traverse	OV	11/30/14	5	\$27,480	\$0
019372	236-116	Dodge Promaster Van	OV	06/01/16	4	\$38,899	\$0
019682	47991	2017 Chevy Traverse	OV	10/13/16	4	\$27,317	\$0
019688	47989	2017 Chevy Traverse	OV	10/13/16	4	\$27,317	\$0
019689	47775	2017 Chevy Traverse	OV	10/04/16	4	\$27,317	\$0
019693	47990	2017 Chevy Traverse	OV	10/13/16	4	\$27,317	\$0
019722	47995	2017 Chevy Traverse	OV	11/29/16	4	\$27,317	\$0
019723	47994	2017 Chevy Traverse	OV	11/29/16	4	\$27,317	\$0
Other Vehicles Totals						\$970,080	\$0

LYNX Board Agenda

Surplus Equipment

Sys No	Co Asset No	Description	Class	Acquisition Date	Est Life	Acquired Value	Net Book Value
009765	6018	Media Gateway, G650 S8500 Sys	CE	11/08/04	5	\$3,900.00	\$0.00
009766	6018A	CP AHF 110 Bus Terinator S8500 Sys	CE	11/08/04	5	\$181.00	\$0.00
009767	6018B	CSU Module 120A4 S8500 Sys	CE	11/08/04	5	\$1,648.00	\$0.00
009768	6018C	CSU Module 120A4 S8500 Sys	CE	11/08/04	5	\$1,648.00	\$0.00
009769	6018D	CP TN464GP DS 1 INTFC 24/32 S8500 Sys	CE	11/08/04	5	\$3,950.00	\$0.00
009770	6018E	CP TN464GP DS1 INTFC 24/32 S8500 SYS	CE	11/08/04	5	\$3,950.00	\$0.00
009771	6018F	CP TN 2302 IP Media Proc S8500 Sys	CE	11/08/04	5	\$9,000.00	\$0.00
009772	6018G	CP C-LAN INTF TN 7900 S8500 Sys	CE	11/08/04	5	\$1,250.00	\$0.00
009773	6018H	CP C-LAN INTF TN799 S8500 Sys	CE	11/08/04	5	\$1,250.00	\$0.00
009774	6018I	VAL CP TN 2501	CE	11/08/04	5	\$5,500.00	\$0.00
009775	6018J	CP TN774E Call Class DET S8500 Sys	CE	11/08/04	5	\$1,916.00	\$0.00
009776	6018K	IPS12 CP TN 2312 BP S8500 Sys	CE	11/08/04	5	\$7,250.00	\$0.00
009777	6019	Media Gateway G650	CE	11/08/04	5	\$3,900.00	\$0.00
009778	6019A	CP AHF 110 Bus Terminal S8500 Sys	CE	11/08/04	5	\$181.00	\$0.00
009779	6019B	CP AUX Truck INTF TN 763D S8500 Sys	CE	11/08/04	5	\$1,150.00	\$0.00
009780	6019C	CP TN 793B Anlg 24PT S8500 Sys	CE	11/08/04	5	\$3,285.00	\$0.00
009781	6019D	CP TN771DP Main/Test S8500 Sys	CE	11/08/04	5	\$1,700.00	\$0.00
009782	6019E	CP TN464 GP DS1 INTFC 24/32 S8500 Sys	CE	11/08/04	5	\$3,950	\$0
009783	6019F	CP TN2302 IP Media Proc S8500 Sys	CE	11/08/04	5	\$9,000	\$0
009784	6019G	CP C-LAN INTF TN799 S8500 Sys	CE	11/08/04	5	\$1,250	\$0
009785	6019H	CP C-LAN INTF TN799 S8500 Sys	CE	11/08/04	5	\$1,250	\$0
009786	6019I	CP C-LAN INTF TN799 S8500 Sys	CE	11/08/04	5	\$1,250	\$0
009789	5862	Avaya C363T PWR 24 Ports Voice Infrastructure	CE	11/08/04	5	\$3,395	\$0
009790	5862A	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$495	\$0
009798	5873	Avaya C363T PWR 24 Ports	CE	11/08/04	5	\$3,395	\$0
009799	5873A	Avaya C360 Stack	CE	11/08/04	5	\$395	\$0
009800	6020	Avaya Chassis P333T-PWR Voice Infrastructure	CE	11/08/04	5	\$4,295	\$0
009801	6020A	Avaya X330W-2DS1 Voice Infrastructure	CE	11/08/04	5	\$2,395	\$0
009803	6021A	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410	\$0
009804	6021B	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410	\$0
009805	6021C	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410	\$0
009806	6021D	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410	\$0
009807	6021E	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410	\$0
009808	6021F	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410	\$0
009809	6021G	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410	\$0

LYNX Board Agenda

009824	6816	CSU Module 120A4 S8500 Sys	CE	11/08/04	5	\$1,648	\$0
009825	6818	Avaya C363T PWR Voice Infrastructure	CE	11/08/04	5	\$3,395	\$0
009826	6818A	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$495	\$0
009837	6823	Avaya C364T PWR 48 Ports Voice Infrastructure	CE	11/08/04	5	\$5,495	\$0
017313	11995	DELL OPTIPLEX 23" AIO	CE	03/31/14	5	\$2,101	\$0
004126	2491	DECELEROMETER	FE	11/06/97	3	\$1,806	\$0
007474	3871	Torque Tester	FE	09/29/03	5	\$1,640	\$0
009802	6021	Cajun Chas P332G-ML Gbic	FE	11/08/04	5	\$5,895	\$0
012082	8698	Data Link Adapter Inline	FE	09/30/07	5	\$749	\$0
012083	8699	Data Link Adapter Inline	FE	09/30/07	5	\$749	\$0
012084	8700	Data Link Adapter Inline	FE	09/30/07	5	\$749	\$0
012208	8052	Testman Diagnostic System	FE	10/31/07	5	\$1,549	\$0
012209	8055	Serial Link Adapter KIT	FE	10/31/07	5	\$449	\$0
012210	8056	USB diagnostic Kit	FE	10/31/07	5	\$2,296	\$0
013790	9696	Wireless Vehicle Link WVI2	FE	05/24/11	5	\$890	\$0
014579	10400	TrapBlaster DPF Pnumatic Cleaner	FE	06/01/12	5	\$48,792	\$0
014590	10132	Farebox 36 inch for ARBOC	FE	07/01/12	5	\$13,325	\$0
014593	10135	Farebox 36 inch for ARBOC	FE	07/01/12	5	\$13,325	\$0
014595	10137	Farebox 36 inch for ARBOC	FE	07/01/12	5	\$13,325	\$0
015527	10780	Square Drive 58" Long Torque Wrench	FE	04/24/13	5	\$580	\$0
017450	12170	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
017451	12171	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
017452	12172	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
017453	12173	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
017454	12174	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
017455	12175	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
017458	12178	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
017459	12179	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
017460	1244	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339	\$0
018704	13173	Engine Diagnostic Tool	FE	09/16/15	7	\$705	\$0
018713	13449	G450 MP 160 Media Gateway with Power Supply	FE	09/30/15	5	\$1,712	\$0
018714	13450	G430 MP120 Media Gateway	FE	09/30/15	5	\$7,456	\$0
018875	13385	Dell Optiplex 9020	FE	10/28/15	5	\$1,734	\$0
019212	13550	Dell Optiplex 9020	FE	01/14/16	5	\$1,514	\$0
019459	14113	Farebox-NeighborLink	FE	08/22/16	5	\$13,393	\$0
019460	14119	Farebox-NeighborLink	FE	08/22/16	5	\$13,393	\$0
019461	14115	Farebox-NeighborLink	FE	08/22/16	5	\$13,393	\$0
019462	14116	Farebox-NeighborLink	FE	08/22/16	5	\$13,393	\$0
019463	14117	Farebox-NeighborLink	FE	08/22/16	5	\$13,393	\$0
019464	14118	Farebox-NeighborLink	FE	08/22/16	5	\$13,393	\$0
020036	14793	Dell 7040 Computer	FE	02/08/17	5	\$1,576	\$0
020072	14843	DELL 7040 Computer	FE	03/04/17	5	\$1,576	\$0
020660	14638	Dell Optiplex 7050	FE	01/17/18	3	\$1,221	\$0
020668	14159	Dell 7050 Computer with Monitor	FE	02/13/18	3	\$2,382	\$0
Surplus Equipment Totals						\$425,137	\$0

LYNX Board Agenda

Action Item #7.A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Ratify a Grant Application to the Florida Department of Transportation (FDOT) for the FY2024 Low or No Emission and Buses and Bus Facilities Competitive Program for Rural Areas in the Total Amount of \$9,206,090

Date: 03/28/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of a grant application that was submitted to the Florida Department of Transportation (FDOT) on March 22, 2024, for the FY2024 Low or No Emission Grant Program and the FY2024 Grants for Buses and Bus Facilities Competitive Program for Rural Areas for ten (10) Fixed-Route Compressed Natural Gas (CNG) Buses in the total amount of \$9,206,090.

BACKGROUND:

On February 8, 2024, the Federal Transit Administration (FTA) released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.10 billion in competitive grants under the FY2024 Low or No Emission Grant Program and approximately \$390 million under the FY2024 Grants for Buses and Bus Facilities Competitive Program. An applicant may choose to submit a low or no emission project to one or both programs. If a project 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. LYNX named Gillig, LLC as the bus vendor partner on the application.

LYNX Board Agenda

Rural Low or No Emissions and the Buses and Bus Facilities funding is managed by FDOT, as all rural applications are packaged as part of a statewide application submitted by FDOT to the FTA. The rural grant applications were due to FDOT on March 22, 2024, to meet Department deadlines.

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 Buses & 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%.

LYNX began the transition to low emission buses in 2015 with 204 CNG buses, 90 diesel and hybrid buses, and 14 battery electric buses currently in the fleet. Buses purchased under this grant opportunity will replace the diesel and hybrid buses continuing the transition.

For FY2024, LYNX submitted one application to both programs for ten (10) Compressed Natural Gas (CNG) buses as summarized below. The local match will consist of Transportation Development Credits.

FDOT Low-No and Buses & Bus Facilities Funding Request	\$7,825,180
Local Match (Transportation Development Credits)	<u>\$1,380,910</u>
Total Project Cost	\$9,206,090

The application will be scalable down to seven (7) CNG buses. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

LYNX is pursuing several funding opportunities, including this request, that if successful could result in the retiring of the last diesel-powered bus from the fixed route fleet in 2025.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

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

LYNX Board Agenda

Action Item #7.B

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Approve FY2023 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Date: 03/28/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Authorize Approval of the FY2023 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program.

BACKGROUND:

In accordance with Chapter 218.39, Florida Statutes, LYNX is required to have an annual financial audit performed by an independent certified public accountant.

The Single Audit Act Amendments of 1996 require state or local governments that receive at least \$750,000 in Federal financial assistance in a year to have an independent audit conducted for that year in accordance with the Office of Management and Budget (OMB) Circular A-133. The State of Florida recently enacted similar legislation, the Florida Single Audit Act, related to audits of State financial assistance Pursuant to these Acts, LYNX's independent certified public accountants, MSL, PA CPAs & Advisors, have conducted the audit for the fiscal year ended September 30, 2022.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Board Agenda

Action Item #7.C

To: LYNX Board of Directors

From: James Boyle
Interim Chief Planning and Development Officer
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Implement April 21, 2024 Service Changes

Date: 03/28/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective April 21, 2024.

BACKGROUND:

On September 28, 2023, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect August. Three information sessions and one in person and virtual hearing/workshop were held. LYNX customers and the public provided input on the service changes at the following information sessions and workshop/public hearing:

Date/Time: Monday, February 12, 1-2 PM
Location: Kissimmee City Hall, Kissimmee, FL

Date/Time: Tuesday, February 13, 1-2 PM
Location: LYNX Central Station – Main Lobby, Orlando, FL

Date/Time: Wednesday, February 14, 1-2 PM
Location: Sanford City Hall, Sanford, FL

Date/Time: Wednesday, February 28, 4-6 PM
Location: LYNX Central Station – Open Space, Orlando, FL

LYNX Board Agenda

Details of these events and the service change proposals are published on our website at www.golynx.com

The public comment period for the proposed service changes ran from February 8, 2024, through March 1, 2024. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the service areas; on www.golynx.com, and on LYNX social media sites including Facebook and Twitter.

Apr. 21 Service Proposal*

NEW ROUTE

- **Link 311** – Disney / Orlando Int'l Airport Express (Orange County) – Route will operate between Disney Springs Transfer Center and Orlando International Airport with stops at Destination Parkway Superstop, Destination Parkway and International Drive (Orange County Convention Center), Destination Parkway and Universal Boulevard, Florida Mall Superstop, and Sand Lake SunRail Station. Operates every 30 minutes daily from 5:00 a.m. – 11:05 p.m.

DISCONTINUED ROUTE

- **Link 111** – Orlando International Airport/Destination Parkway/SeaWorld (Orange County) – Route is discontinued and replaced by Links 42, 108, 311, 350, and NeighborLink 841.

SCHEDULE ADJUSTMENTS

- **Link 15** – Curry Ford Road (Orange County) – Adding weekday 5 a.m. trip and discontinuing 11:25 p.m. trip from Valencia College West to downtown Orlando.
- **Link 18** – South Orange Ave./Kissimmee (Orange County/Osceola County) – minor Saturday schedule adjustments.
- **Link 19** – Richmond Heights (Orange County) – minor weekday schedule adjustments.
- **Link 21** – Raleigh St./Kirkman Rd./Universal Orlando (Orange County) – increase Sunday frequency to every 30 minutes from 5:15 a.m. – 8:15 p.m. Add Sunday 4:45 a.m. trip from Universal Orlando to LYNX Central Station. Minor Sunday schedule adjustments.

LYNX Board Agenda

- **Link 40** – Americana Boulevard/Universal Orlando (Orange County) – minor weekday schedule adjustments.
- **Link 42** – International Drive/Oak Ridge Road/OIA (Orange County) – increase Sunday frequency to every 30 minutes. Add Sunday 5 a.m. trip from Orlando Premium Outlets to Orlando International Airport and 5:05 a.m. trip from Florida Mall Superstop to Destination Parkway Superstop. Minor schedule adjustments.
- **Link 103** – North U.S. 17-92/Seminole Centre (Orange County/Seminole County) – minor Sunday schedule adjustments.
- **Link 105** – West Colonial Drive (Orange County) – minor Saturday schedule adjustments.
- **Link 301** –Disney Direct/Pine Hills (Orange County) – minor daily schedule adjustments.
- **Link 302** –Disney Direct/Rosemont (Orange County) – minor daily schedule adjustments.
- **Link 303** –Disney Direct/Washington Shores (Orange County) – minor daily schedule adjustments.
- **Link 304** – Disney Direct/Rio Grande/Vistana (Orange County) – minor daily schedule adjustments.
- **Link 306** – Disney Direct/Poinciana (Orange County/Osceola County) – minor daily schedule adjustments.
- **Link 405** – Apopka Circulator (Orange County) – minor Sunday schedule adjustments.
- **Link 436N** – SR 436/Fernwood/Apopka (Orange County/Seminole County) – minor Sunday schedule adjustments.
- **Link 436S** – SR 436/Fernwood/Orlando Int’l Airport (Orange County/Seminole County) – increase Sunday frequency to every 30 minutes between Orlando Int’l Airport and SR 436 & University Blvd. Add Sunday 4:50 a.m. trip from S.R. 436 & Colonial Dr. and 6 a.m. trip from S.R. 436 & University Blvd. to Orlando International Airport. Minor Sunday schedule adjustments.

LYNX Board Agenda

ROUTE and/or SCHEDULE ADJUSTMENTS

- **Link 7** – S. Orange Avenue/Florida Mall (Orange County) – Discontinuing segment on Florida Mall Ave. between Golden Sky Lane and Voltaire Dr. Route will operate on Sand Lake Rd. and Summer Day Lane.
- **Link 11** – S. Orange Avenue/Orlando International Airport (Orange County) – Extending all trips on weekends into Sand Lake SunRail Station. Minor schedule adjustments.
- **Link 37** – Pine Hills/Kirkman Road/Florida Mall (Orange County) – Extend route via Sand Lake Road and Greenbriar Pkwy. to Universal Epic team member entrance. Increase Sunday frequency to every 30 minutes. Daily schedule adjustments.
- **Link 46E** – East First St./ Downtown Sanford (Seminole County) – eastbound route will operate Celery Ave., Lake Mary Blvd. to True Health. Minor weekday and Saturday schedule adjustments.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The base service changes are budget neutral. There is an additional bus service agreement that was approved to be executed with Orange County for services related to The Orange County Accelerated Transportation Safety Program (ATSP). LYNX Staff will include the revenue and associated expenses in their respective fiscal years.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

From: John Burkholder
Director Of Risk Management
John Burkholder
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: Notification of Settlement Agreements Pursuant to Administrative Rule 6

Date: 03/28/2024

LYNX Liability Claim Settlements February 2024

Claimant Name	Accident Date	Type	Amount	Date of Check
GPAI Groves	4/27/2023	PD	\$ 3,215.00	2/1/2024
Routes Car Rental	10/4/2023	PD	\$ 11,109.64	2/8/2024
Dan Newlin Injury Attorneys fbo Stephen Glosson II	9/14/2021	BI	\$ 20,000.00	2/1/2024
Orange County	12/28/2021	PD	\$ 5,076.43	2/1/2024
Exavien Malcom Glover	1/9/2024	PD	\$ 1,090.77	2/8/2024
Enterprise - Brenda Saliba	12/3/2023	PD	\$ 1,574.41	2/15/2024
Lafeesa Sanders	1/6/2024	PD	\$ 1,489.72	2/15/2024
Dan Newlin Injury Attorneys fbo Antonio Vargas	4/17/2023	BI	\$ 40,000.00	2/15/2024
Claudio Nunes Frederico Evora	1/23/2024	PD	\$ 5,452.98	2/15/2024
Ivor L Simpson	12/10/2023	PD	\$ 9,742.38	2/15/2024
Alex Gostomelsky	1/15/2024	PD	\$ 744.28	2/15/2024
Julio Rodriguez	11/18/2023	PD	\$ 2,193.00	2/15/2024
Ligori & Ligori, P.A, fbo Yaredliz Torres.	2/26/2023	BI	\$ 25,000.00	2/22/2024
David Paul Camous	2/2/2024	PD	\$ 1,047.02	2/22/2024
Hertz	10/15/2022	PD	\$ 1,041.53	2/22/2024
Robert Flick	1/17/2024	PD	\$ 2,095.36	2/22/2024
Dan Newlin Injury Attorneys fbo Peniel Moore	2/4/2020	BI	\$ 75,000.00	2/22/2024
Elias Abelardo Baylone Calderon	12/30/2023	PD	\$ 1,813.14	2/22/2024

LYNX Board Agenda

ABC Bus Inc	5/24/2023	PD	\$ 10,000.00	2/22/2024
Natasha Cruz	2/10/2024	PD	\$ 2,102.20	2/29/2024
Rita Nicks	2/10/2024	PD	\$ 4,351.17	2/29/2024
Marcus Eugene Banks	1/31/2024	PD	\$ 1,183.12	2/29/2024

LYNX Board Agenda

Information Item B

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement
Wanda Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Notification of Sole Source Procurements Pursuant to Administrative Rule 4

Date: 03/28/2024

Pursuant to LYNX Administrative Rule 4, information is attached for the following Sole Source Procurements:

1. Cummins - Allison
2. SEON Systems Sales, Inc.
3. Trapeze



Sole Source Justification

DATE: March 4, 2024

REQUESTED BY: Patricia Dolan, Supervisor of Revenue Control

SUBJECT: Maintenance contract for coin and currency machines

BACKGROUND: Cummins-Allison provides the annual services and maintenance for the currency and coin machines. No other manufacturer or dealer is authorized to service Cummins-Allison equipment in the United States.

SOLE SOURCE JUSTIFICATION: Cummins-Allison is the sole source provider and can provide machine servicing.

COST/PRICE ANALYSIS: \$4,328.76

Patricia Dolan
Supervisor of Revenue Control

3/4/2024

Date:

Maurice A. Jones
Director of Procurement

3/6/2024

Date:

Michelle Daley
Director of Finance

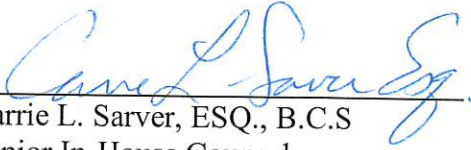
3/6/24

Date

Leonard Antmann
Chief Financial Officer

3/6/24

Date



Carrie L. Sarver, ESQ., B.C.S
Senior In-House Counsel
Interim Chief Administrator Officer

3/12/2024

Date:



Tiffany Homler Hawkins
Chief Executive Officer

3/13/24

Date



Sole Source Justification

DATE: January 31, 2024

REQUESTED BY: Jafari Bowden, I-Director of Safety and Security

SUBJECT: Safe Fleet Access Points

BACKGROUND:

This Safe Fleet project is proposed in direct response to installing a Smart Reach Wireless Access Point at the LOC Expansion, and the ability to download and view video at the time of an accident or collision. Some incidents/accidents that take place require video to be downloaded away from the bus due to the Law Enforcement investigation. Access points in the vehicle reduce the risk of not having video when needed and saves the emergency response team manual processing time. Similarly, having an access point at the LOC expansion allows for remote video retrieval from the Neighbor link vehicles when they arrive back on site.

SOLE SOURCE JUSTIFICATION:

The Safe Fleet Brand is the sole manufacturer and distributor of the transit bus on-board mobile video surveillance equipment for LYNX in the fixed route vehicles. With over 20 years of experience, SEON engineers and designs their bus solutions in-house for transit bus applications including hardware, software, firmware, cabling, and peripherals. SEON, as part of the Safe Fleet brands portfolio, is one of very few suppliers within the North American Public Transportation Industry that truly designs and refines their solutions from inception throughout the product lifecycle. Our products are covered by multiple forms of intellectual property protection including patents.

SEON is currently the exclusive provider for public fixed route buses for LYNX after a competitive procurement process. The system purchases from SEON included specialized, proprietary viewing software to allow access to recorded video and wireless download capability for ease of maintenance. The wireless video download function can be either scheduled or automated as a result of an event that occurred on a bus route.

The latest SEON management and viewing software is backwards compatible with all existing equipment currently deployed by LYNX and can also be used with all proposed equipment. Procurement of similar equipment from another manufacturer would require duplicating the infrastructure with that manufacturer's solution for viewing, wirelessly downloading, organizing, and storing video files. The expense of duplicating these capabilities would be costly for existing assets already owned by LYNX.

COST/PRICE ANALYSIS:

The cost of components has been quoted by Safe Fleet and is included in a cost summary invoice. Safe Fleet is quoting \$5,825.00 for Smart-reach Lite, Supervisor Vehicle Kits, and \$3,249.69 for the installation of a Smart Reach Wireless Access Point services which includes hardware, material, equipment, provisioning, and installation.

Jafari Bowden

Project Manager Name
I-Director of Safety and Security

1/31/2024

Date:

Leonard Antmann

Leonard Antmann
Chief Financial Officer

Date:

2/13/24

Maurice A. Jones

Maurice A. Jones
Director of Procurement

2/13/2024

Date

Carrie L. Sarver

Carrie L. Sarver, ESQ., B.C.S
Senior In-House Counsel

Date

2/16/24

Tiffany Homler Hawkins

Tiffany Homler Hawkins
Chief Executive Officer

Date:

2/20/24



Sole Source Justification

DATE: January 29, 2024

TO: Maurice A. Jones, Director of Procurement

REQUESTED BY: Elvis Dovalles, Director of Maintenance

SUBJECT: Trapeze-TripSpark TBOX and Ranger MDT Purchases and Repairs

BACKGROUND: LYNX employs Automatic Voice Annunciator (AVA) systems in all the fixed route buses. ADA requirements are that the operator of buses, light rail, and rapid rails vehicles must announce, at minimum, all transfer points, major intersections, destination points, and other intervals along a route sufficient to permit individuals with visual or cognitive disabilities to be oriented to their location. In addition, the operator is required to announce any stop upon request of an individual with a disability. The announcement can be made by the vehicle operator or can be made by a recording system. These announcements must be loud enough to be heard by passengers and they must be clearly understandable. LYNX also employs Computer Aided Dispatch and Automated Vehicle Locator systems (CAD/AVL) and Intelligent Transportation Systems (ITS) in all fixed route buses. These systems allow LYNX to electronically schedule and dispatch buses for service and track the buses location in real time. They also provide the operator turn by turn route information and two-way text communication between the dispatcher and operator.

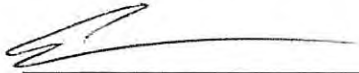
SOLE SOURCE JUSTIFICATION: TripSpark’s TBOX in-vehicle Automatic Voice Annunciator (AVA) is a proprietary piece of hardware and software. The solution was designed by TripSpark and continues to be managed, supported, and manufactured by TripSpark. There is no other way to acquire these units on the market other than through TripSpark and its parent company Trapeze. LYNX currently utilizes the TBOX AVA in the fleet of fixed route vehicles, no other AVA on the market will work with or integrate with TripSpark’s provided solutions of Streets, Rangers, and all other in-vehicle peripherals.

COST/PRICE ANALYSIS: Costs to LYNX for the major parts and repairs of those parts are as follows:


TBOX10000	TBOX - AUDIO ANNUNCIATOR	New	\$2725	OE Rep Avg	\$ 617
R44-V110T-01	UNIT - RANGER 4.4 TRAPEZE	New	\$2750	OE Rep Avg	\$ 200

LYNX is committed to complying with ADA requirements and operating in the most efficient manner possible. The TBOX in-vehicle Automatic Voice Annunciator (AVA) and Ranger CAD/AVL systems are essential to meeting those commitments. Based on the information

presented herein, we affirm that the T-Box and Ranger-4 MDT's are proprietary technology available only through TripSpark and its parent company Trapeze.



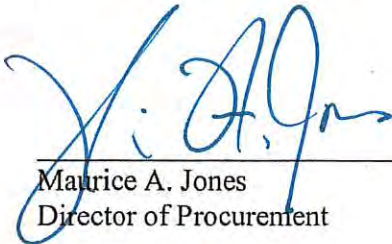
Elvis Dovaes
Director of Maintenance



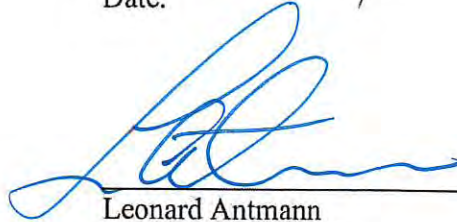
David Burrowes
Chief Operating Officer

1-30-2024
Date:

1-30-2024
Date:



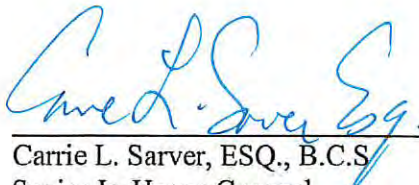
Maurice A. Jones
Director of Procurement



Leonard Antmann
Chief Financial Officer

2/12/24
Date:

2/13/24
Date:



Carrie L. Sarver, ESQ., B.C.S.
Senior In-House Counsel



Tiffany Homler Hawkins
Chief Executive Officer

2/14/24
Date:

2/20/24
Date:

LYNX Board Agenda

Information Item C

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Notification of Utilization of Project Contingency to McCree General Contractors & Architects, Inc. pursuant to Admin. Rule 4.5.4.D. in the Amount of \$116,903

Date: 03/28/2024

Pursuant to Administrative Rule 4.5.4, Staff is providing the Board of Directors notification that Project Contingency was utilized for Change Order #1 issued by the Chief Executive Officer in the amount of \$116,903.00 to McCree General Contractors, Inc. (“Contractor”) for changes identified during the construction of Pine Hills Bus Transfer Center Project necessary to complete the Project to prevent a delay and additional cost to LYNX.

BACKGROUND:

The purpose of Pine Hills Bus Transfer Center is to create a central hub for bus transfers in the Pine Hills community. This project involves the construction of on-site improvements (an administrative building, CCTV, real time information, parking, rain garden, custom bus canopy, 8 bus bays and associated infrastructure).

The initial contract award of \$14,786,585.00 was approved at the April 2023 Board of Directors meeting. The Notice to Proceed was issued by LYNX on September 8, 2023. The construction of the project started on October 30, 2023. When the initial project was started there was no contingency assigned to the project. This was resolved at the February Board meeting with the assignment of a 10 percent contingency in the amount of \$1,476,585.00

Since the start of construction, several items were noted that required associated change orders.

These have been grouped by type below:

LYNX Board Agenda

Permitting related items

LYNX put this project out to bid at 100 percent plans. Orange County replied three separate times with added comments during this time. Given this, the following items were needed to address comments from the County with respect to review of the plans to ensure compliance with current building codes and best practices.

-Intumescent paint-A request was made to add an additional fire hydrant and sprinkler to the canopy. The contractor and engineer proposed, and the County accepted, a more cost-effective solution of fire-proof (also known as intumescent paint)-\$76,750.94

-Added concrete block wall in the administrative building to address plan concerns-\$5,306.96

-Added PVC chase installation for HVAC-\$4,495.63

- Fencing-Post permitting, further coordination with Orange County resulted in already permitted and proposed fencing around a dry detention pond not being needed. This represented a credit to the agency-\$43,264 credit.

Differing site conditions

- Added demolition-There was a concrete basketball court that was located on site. The assumption during the design and bid process was that this was the thickness of a normal sidewalk (4-6 inches). Once demolition occurred, this concrete was found to be 12-14 inches thick with rebar-\$4,290.71.

-Light towers-When the design plans were submitted to permitting, there was no lighting along Belco Drive. Between the time that the permits were submitted and ultimately approved (2 year process), Duke Energy installed street lights. The street lights were not installed properly by Duke in three locations. While they are bearing the costs for removal and reinstallation, Orange County required that temporary lighting be put in place in the interim-\$15,272.74

- Added trash-From the time that the project was bid to its ultimate award and start of construction, a significant amount of trash was found on-site that needed to be addressed-\$11,601.21

-Pole hold-Once Duke Energy came on-site to assess the location for permanent power it was discovered that the ultimate location had a conflict with a storm water inlet that needed work performed on it. To mitigate a redesign of storm water in this location, the pole was able to be temporarily moved while that construction was occurring-\$12,047.34

Added scope items:

-Door Access Control-During the original design and bidding of the project, LYNX had an assigned access control vendor. The contract for said vendor has since expired. To keep the project on track, the contractor's door provider assumed this scope-\$3,032.60

LYNX Board Agenda

-Cable run for Spectrum-In order to ensure internet to the site, a run of conduit was needed to be run. The assumption during design was that the provider would install this. Spectrum will only terminate at the edge of the site-\$26,576.44

-Added security fence-The Orange County Commissioner and Duke Energy requested added construction fencing in an area of the site to prevent illegal access and dumping-\$791.95

Description	Original Budget	CO #1				Revised Total
Belco Drive	\$2,706,074.66	\$15,272.74				\$2,721,347.40
Silver Star	\$614,299.96					\$614,299.96
CCTV	\$339,276.60					\$339,276.60
Transfer Center/On-Site	\$3,894,690.83	\$16,683.87				\$3,911,374.70
Canopy	\$3,173,243.38	\$76,750.94				\$3,249,994.32
Real Time	\$84,819.00					\$84,819.00
Building	\$3,630,180.57	\$8,194.97				\$3,638,375.54
Trail	\$344,000.00					\$344,000.00
Total Construction Contract	\$14,786,585.00	\$116,902.52				\$14,903,487.52
Contingency Use	\$1,476,585.00	(\$116,902.52)				\$1,359,682.48

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

A DBE participation goal of 28% is assessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The Change Order #1 is funded from the contingency, therefore there is no budget change to the original project.

LYNX Board Agenda

Information Item D

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Quarterly Service Recognition

Date: 03/28/2024

The Human Resources Department along with the Chief Executive Officers would like to recognize the employees that have reached a milestone in their service to the agency this quarter and offer sincere gratitude for the talent, energy, and commitment to public service they have shown during their time at LYNX.

5 Years of Service

Amelia Arauz – Supervisor, Transportation
Christie Diemer – Safety Officer
Clifford Satter – Service Planner, Planning
David Bien Aime – Farebox Puller, Finance
David Mangrum – Inventory Control Technician, Finance
Francis Franco – Supervisor, Planning
Frank Smith – Bus Operator, Transportation
Jennifer Jones – Supervisor, Transportation
Kimberly Smith-Massey – Bus Operator, Transportation
Laura Harmon – Administrative Assistant, Safety
Michael DeGruccio – Customer Service Representative, Mobility Services
Norman Hickling – Director, Mobility Services
Omar Buitrago – Road Ranger
Pedro Valeasquez – Technician, Maintenance
Philip Johnson – Bus Operator, Transportation
Raymond Taliaferro – Bus Operator, Transportation
Samraj Gangapersad – Technician, Maintenance
Timothy Lyons – Manager, Transportation
Tyler Betts – Accountant, Finance

LYNX Board Agenda

10 Years of Service

EL Ouassini Chahbi – Bus Operator, Transportation
Ericka Johnson – Bus Operator, Transportation
Gilberto Rosado – Bus Operator, Transportation
Kirk Niccum – Sr. Instructor, Training
Luis Batista – Building and Groundskeeper, Maintenance
Luis Munoz – Bus Operator, Transportation
Marlenis Medina – Bus Operator, Transportation
Nelson Hernandez – Bus Operator, Transportation
Rubi Santana – Bus Operator, Transportation
Yesinia Soto – Bus Operator, Transportation

15 Years of Service

Clifford Smith – Bus Operator, Transportation
Crystal Kerby – Bus Operator, Transportation

20 Years of Service

Maria Carrera – Bus Operator, Transportation
Ismael Rivera – Bus Operator, Transportation
Sundar Aroomoogan – Bus Operator, Transportation

25 Years of Service

ErasmO Castro – Bus Operator, Transportation
Darryl Williams – Bus Operator, Transportation
Dean Bosnak – Inventory Control Supervisor, Finance
John Acuna – Service Island Attendant, Maintenance

30 Years of Service

Deborah Toler – Sr. Generalist, Human Resources
Elvis Dovalés – Director, Maintenance

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - February 2024

Date: 03/28/2024

LYNX Press Releases | Media Notes: February 2024

February 7	LYNX to Hold Information Sessions and Public Workshop and Hearing for April 2024 Service Proposal
February 15	LYNX February Board of Directors Meeting Information
February 26	LYNX Prepares for Local Operator and Maintenance Roadeo

LYNX News Articles – February 2024

To view the articles below please copy and paste the link into a browser.

February 6	Orange County leaders to review sales tax increase plan WFTV Orange County mayor wants to discuss raising the sales tax for transportation again Orlando Sentinel Orange County transportation sales tax challenges The Business Journals
February 7	Orange County faces April deadline on sales-tax decision Orlando Sentinel

LYNX Board Agenda

February 19	Some Florida Counties Got Millions from Federal Government and Are Still Raising Taxes Florida Daily
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LYNX Social Media – February 2024

February 1	Service detour for the Pro Bowl games. We're hiring bus operators. Service detour for the Orlando Magic 5K.
February 2	Groundhog Day. Weekend road closures. Repost: U.S. Olympic Trials information. Service detour for the U.S. Olympic Trials. Response to question about a bus operator position. Response to question about a service detour. Response to feedback about Link 13 service. Response to question about a PawPass ticket.
February 3	LYMMO service adjustments for the U.S. Olympic Trials. Weekend service detours for multiple events. U.S. Olympic Trials bus wrap. Men: U.S. Olympic Trials have begun. Women: U.S. Olympic Trials have begun. Men: U.S. Olympic Trials marathon winners.
February 4	Rosa Parks birthday.
February 5	LYNX travel training program. Response to comment about the LYNX PawPass application. Response to question about a bus pass purchase.
February 6	Service detour for the Walk a Mile in Her Shoes event. Transportation Disadvantaged Riders Survey. Response to question about the bus tracker application.
February 7	April service proposal. Service detour for the Purple Pride 5K. Service detour for the Walk a Mile in Her Shoes. Response to question about the travel training program. Response to question about Link 436S service. Response to question about Link 7 service.
February 8	LYMMO Orange route. Response to feedback about service. Response to question about a service detour. Response to feedback about Link 55 service. Response to question about Link 311. Response to question about transfer to SunRail.

LYNX Board Agenda

February 9	<p>Service detour for the Purple Pride 5K. LYNX Road Rangers service. Employee appreciation post. Response to question about the LYNX bus tracker application. Response to comment about Link 21 delays.</p>
February 10	<p>Information sessions for the April service proposal.</p>
February 11	<p>The Big Game.</p>
February 12	<p>NeighborLink 841 service. Response to comment about Link 13 canceled service. Response to comment about Link 29 delays.</p>
February 13	<p>Proposed Link 311 service. Information session at LYNX Central Station. Train to Plane service. Transportation Disadvantaged Riders Survey. Response to questions about the proposed elimination of Link 111. Response to request for service in the Celebration area. Response to comment about bus service for Terminal C at Orlando Airport. Response to feedback about changing the time for the Information Sessions. Response to question about Link 311. Response to comment about a broken bus stop sign. Response to comment about a bus operator. Response to question about the new PawPass application. Response to question about purchasing a bus pass.</p>
February 14	<p>Valentine's Day. Ride LYNX to Orlando International Airport. Information session at Sanford City Hall. Response to question about the April service proposal. Response to question about a bus tracker application. Response to question about fare-free bus service for UCF students. Response with an update about a broken destination sign.</p>
February 15	<p>LYNX 30 anniversary. LYNX Board of Directors meeting. Response to suggestion for LYNX 30. Response to concern about a bus stop sign. Response to positive feedback about NeighborLink service.</p>
February 16	<p>Employee appreciation post. Normal schedule on Presidents Day. LYMMO lane on Orange Avenue reopens. Response to concern about a skipped bus stop. Response to question about the Lost and Found hours of operation. Response to question about trip planning. Response to question about Link 311 service from Disney Springs to the airport. Response to comment about long hold times for customer service.</p>

LYNX Board Agenda

February 17	Customer service.
February 18	Proposed Link 37 service. Normal schedule on Presidents Day. Response to question about a bus tracker application.
February 19	Presidents Day. Response to question about the new PawPass application. Response to feedback about Link 111. Response to feedback about service to SeaWorld. Response to question about Link 311. Response to comment about LYNX 30. Response to feedback about adding a bus stop on the FastLink 407 route. Response to question about bus service Terminal C at Orlando Airport.
February 20	Tip Tuesday. Service detour for the Walt Disney World Princess Half Marathon. Response to question about service at SeaWorld and the Palm Parkway area. Response to concern about a Link 436N bus operator. Response to question about the new PawPass application. Response to comment about service in Brevard County. Response to question about connecting Link 311 to Universal Orlando.
February 21	LYNX Board of Directors meeting. Service detour for the Walt Disney World Princess Half Marathon. Our newly appointed incoming Board Chair. Response to concern about the PawPass application. Response to concern about construction at the Siesta Lago bus stop.
February 22	LYNX cultural interactive mapping tool. Service detour for the Walt Disney World Princess Half Marathon.
February 23	Service detour for the Boone Brave Run. Record-breaking month for LYNX ridership. Service detour for the Lions home opener. Response to comment about trash overflow at a bus stop. Response to comment about customer service.
February 24	The Lions home opener is today at Inter&Co Stadium. Service detour for the Walt Disney World Princess Half Marathon. Service detour for the Lions home opener.
February 25	Proposed Link 7 service.
February 26	Greetings from Lake Underhill Road. Service detour for the Lions match. Response to comment about new signage for Kia Center and Inter&Co.
February 27	Public workshop and hearing for the April service proposal. Response to concern about ACCESS LYNX service. Response to comment about no Wi-Fi service on a bus.
February 28	Proposed Link 46E service. Public workshop and hearing for the April service proposal. Service detour for the Best Damn Race.

LYNX Board Agenda

February 29	Happy Leap Day. Response to request to speak with a supervisor.
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Social Media Usage	February 2024
<p>Facebook Page Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.</p>	61K
<p>Facebook Page and Profile Visits: The number of times our Page was visited.</p>	16.8K
Total Facebook Posts	62
<p>Facebook Engagement: The sum of reactions, comments and shares received by content associated with our Pages (for the selected timeframe). Includes comments from the author of the post.</p>	2.3K Engagements: 1.8K Reactions, 378 Comments, 141 Shares
Total Tweets	66
<p>Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.</p>	117 Engagements: 92 Likes, 22 Retweets, 2 Replies
Website Usage	February 2024
Total Pageviews	98K
Total User Visits	43K

LYNX Board Agenda

Commuter Vanpool Program – February 2024

Vanpool	February 2024
Vanpool Participants	507
Total Revenue Miles	117,000*
New Vanpool	0
Returned Vanpools	2
Current Vans at Service	117
Pending Interests	PEO STRI
Events	NONE

*These are estimates, as data is not available until after the 21st day of following month.

Advertising Sales – February 2024

Advertising Sales Revenue	February	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	304,914.03	182,948.42	1,711,902.59	1,027,141.55

LYNX Board Agenda

Monthly Report B

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report - December 2023

Date: 03/28/2024

Please find attached the preliminary monthly financial report for the third month ending December 31, 2023.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 ORGANIZATION WIDE
 STATEMENTS OF REVENUES AND EXPENSES
 For the Three Months Ending December 31, 2023
 (UNAUDITED)

	As of 12/31/2023		% Actual Compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 4,780,025	\$ 5,201,309	9%
Contract services	1,102,787	988,543	(10%)
Advertising	632,502	632,500	0%
Interest & Other income	371,060	1,758,102	374%
Federal Revenue	3,167,354	3,583,583	13%
State Revenue	1,701,445	1,788,551	8%
Local Revenue	3,296,479	3,301,419	0%
Local Revenue Funding Partner	22,997,923	22,997,923	0%
TOTAL REVENUE	38,049,574	40,251,930	6%
EXPENSE			
Salaries, Wages & Fringe Benefits	28,199,876	27,977,969	1%
Other services	4,169,765	2,255,099	46%
Fuel	3,360,617	3,408,468	(1%)
Materials and supplies	2,580,729	2,212,884	14%
Utilities	533,405	379,890	29%
Casualty & Liability	1,193,325	1,035,945	13%
Taxes and licenses	184,454	183,387	(16%)
Purchased transportation services	7,390,948	7,356,525	0%
Leases & Miscellaneous	1,235,648	1,069,869	(20%)
Interest Expense	11,172	22,502	100%
TOTAL EXPENSE	48,859,939	45,902,537	6%
CHANGE IN NET POSITION	\$ (10,810,365)	\$ (5,650,608)	(48%)

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

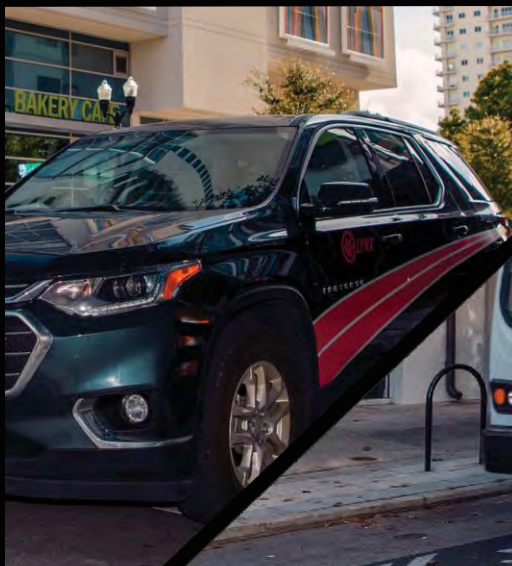
Item Name: Paratransit Monthly Report - February 2024

Date: 03/28/2024

Please find attached the monthly report for Paratransit Services – February 2024.



ACCESS LYNX Paratransit Monthly Status Report

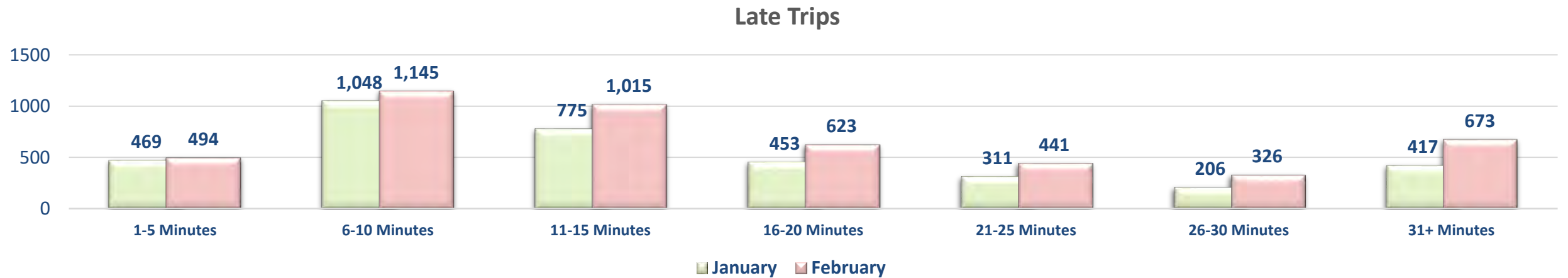
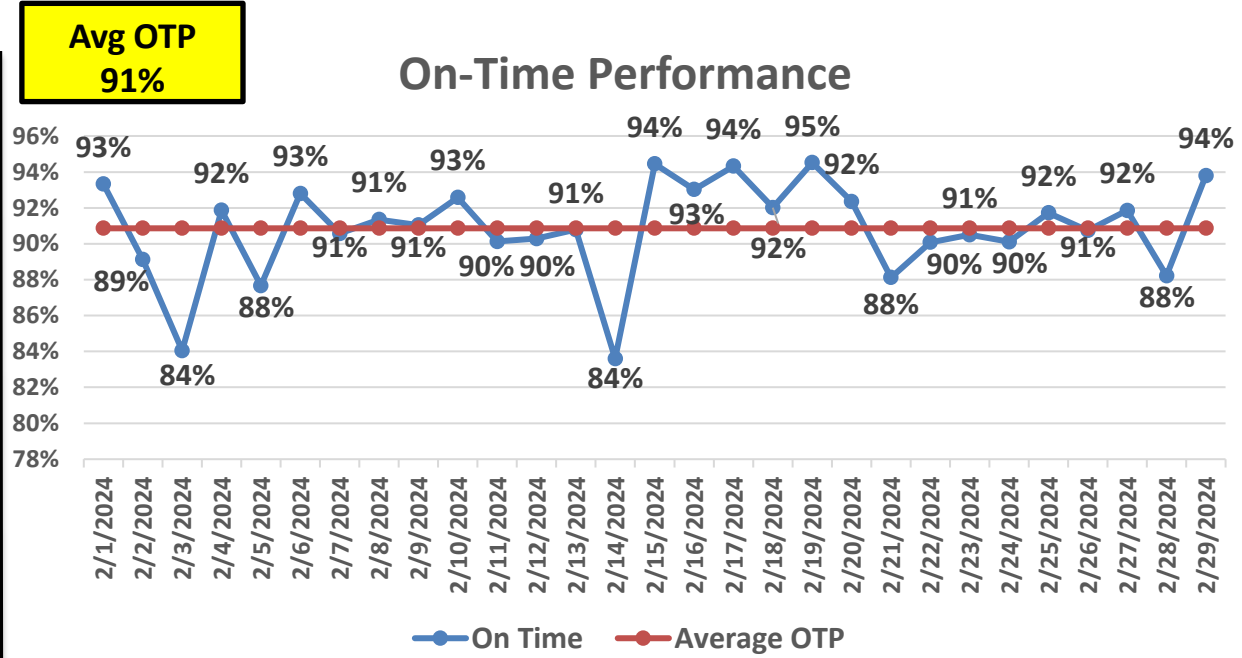
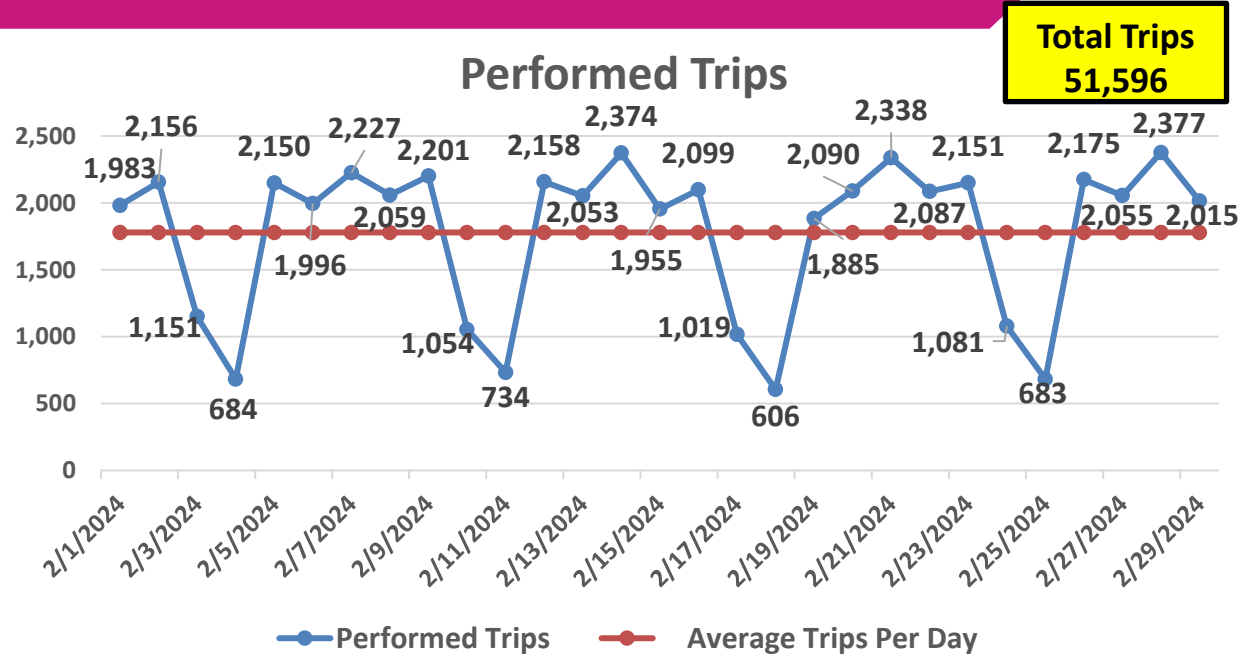


Overview



- Paratransit February 2024 Performance
 - Performed Trips
 - On-Time-Performance (OTP)
 - Late trip breakdown
- FY24 Year-to-date
 - Performed Trips
 - On-Time-Performance (OTP)
 - Trip Propose
- Paratransit Fleet Status Update
 - Utilization and Maintenance
- Summary for FY24 report period

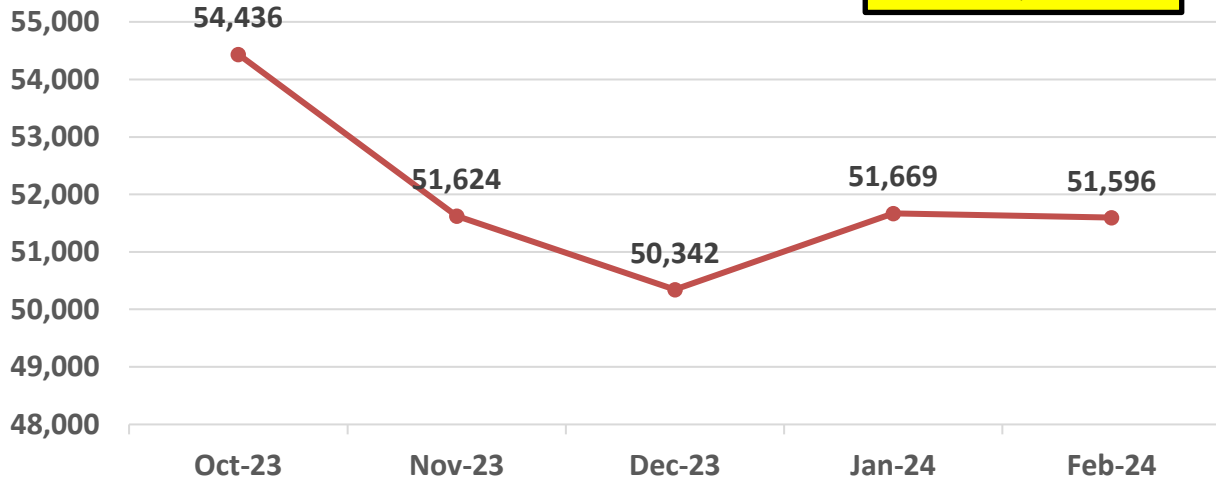
Performance – February 2024



Performance FY 2024

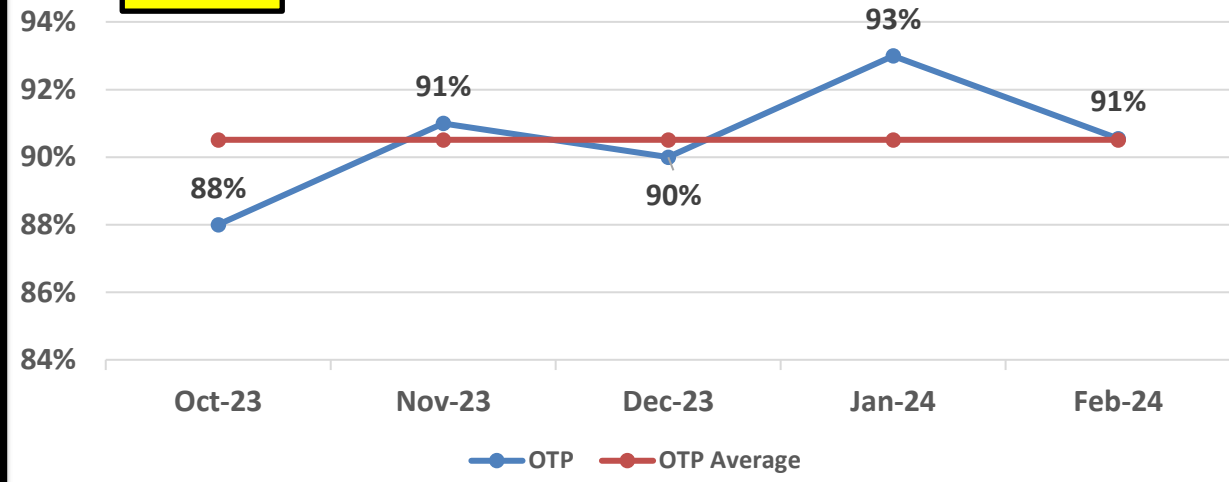
Performed Trips

**FY 24 To-Date
259,667**

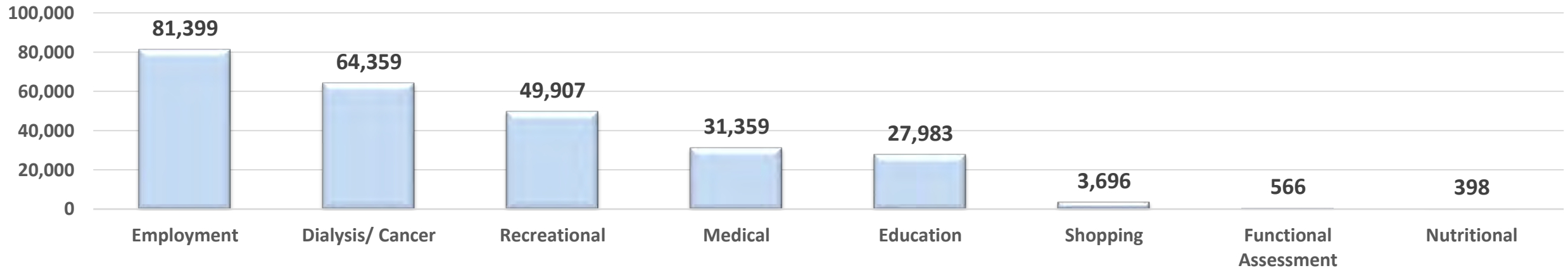


On-Time Performance

**Avg OTP
91%**



Trip Count by Purpose



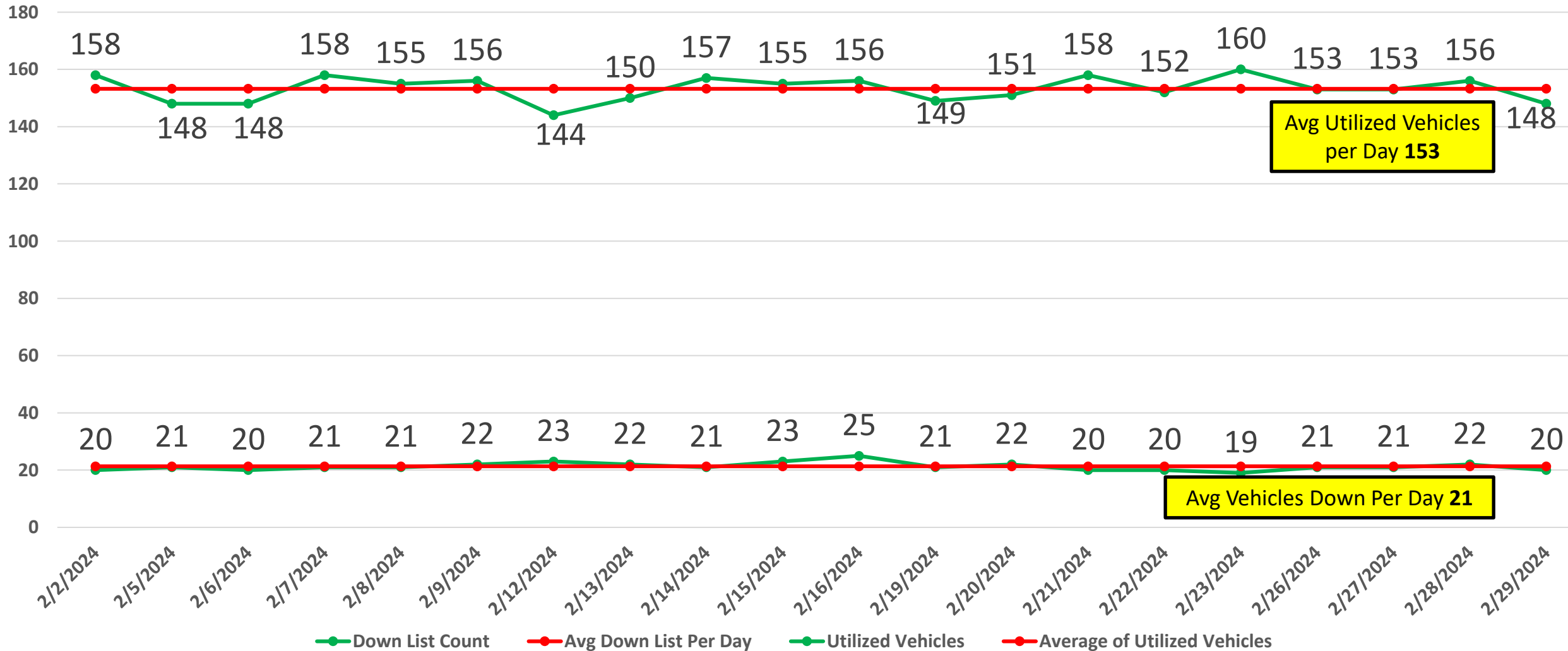
Paratransit Fleet



- Vehicle replacement process ongoing.
 - 50 new vehicles ordered to upgrade fleet.
 - Expected deliveries to begin in 3rd Quarter FY24
 - Replacement of older “end of useful life” vehicles
- Contractor’s maintenance program
 - Stabilized number of vehicles on “Down List”
 - Engine replacements to extend life of vehicles
 - Parts supply and availability
- Analyzing “fleet mix” for future vehicle procurement.
 - Serve ambulatory and wheelchair clients most efficiently

Paratransit Fleet- February 2024

Daily Utilized Vehicles VS. Daily Vehicles Down



Summary

- Robust contractor oversight
 - Weekly operational reviews
 - Comprehensive quarterly contract compliance audits
 - Identified areas requiring action
 - Customer complaint feedback system
- Monthly paratransit trips is stable above 50,000+ trips monthly
- Sustainable On-Time-Performance (OTP) at or above 90% per month
 - Identified areas of focus for improvement.
 - Example = Wednesday scheduling and demand
 - Continue focus on Late trips corrective action (30 minutes+)
- Training and implementation of trip portal with Dialysis Centers allowing for enhance monitoring of patient ACCESS LYNX trip arrivals and departures.



LYNX Board Agenda

Monthly Report D

To: LYNX Board of Directors

From: James Boyle
Interim Chief Planning and Development Officer
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - January 2024

Date: 03/28/2024

The attached monthly Performance Report includes January 2024 Year-To-Date figures for ridership and other performance indicators. Total ridership for January 2024 was 1,630,922. This is a 6.3% increase from January 2023. On-Time Performance for Fiscal Year-To-Date 2024 is 63%.

- LYNX overall ridership increased by 100K, or 6.3%, compared to January 2023. Year-to-date ridership for FY-24 (6,457,710) increased 6.6% compared to FY-23 (6,057,621)
- LYMMO ridership decreased by 10K, or 24.2%, compared to January 2023. Year-to-date ridership for FY-24 (137,705) decreased 9.4% compared to FY-23 (151,911).
- Fixed Route ridership increased by 90K, or 6.4%, compared to January 2023. Year-to-date ridership for FY-24 (5,946,273) increased by 6.9% compared to FY-23 (5,560,975).
- NeighborLink ridership decreased by 900, or 10%, compared to January 2023. Year-to-date ridership for FY-24 (30,658) decreased 9% compared to FY-23 (33,691).
- ACCESS LYNX ridership increased by 11K, or 22.6%, compared to January 2023. Year-to-date ridership for FY-24 (248,395) increased 23.3% compared to FY-23 (201,520).
- Vanpool ridership increased by 1500, or 6.5%, compared to January 2023. Year-to-date ridership for FY-24 (84,376) increased by 1.5% compared to FY-23 (83,138).
- Special event ridership for January 2024 is 4,004.



January 2024 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Jan-23	Jan-24	% Δ	YTD-23	YTD-24	% Δ
LYMMO	41,973	31,816	-24.2%	151,911	137,705	-9.4%
Fixed Route	1,411,242	1,501,160	6.4%	5,560,975	5,946,273	6.9%
NeighborLink	8,639	7,775	-10.0%	33,691	30,658	-9.0%
ACCESS LYNX	51,347	62,973	22.6%	201,520	248,395	23.3%
Vanpool	21,784	23,194	6.5%	83,138	84,376	1.5%
Special Events	0	4,004	N/A	26,386	10,303	-61.0%
SYSTEM TOTAL	1,534,985	1,630,922	6.3%	6,057,621	6,457,710	6.6%

January-23	22 Weekdays	4 Saturdays	5 Sundays
January-24	22 Weekdays	4 Saturdays	5 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Jan-23	Jan-24	% Δ	Jan-23	Jan-24	% Δ	Jan-23	Jan-24	% Δ
LYMMO	1,680	1,065	-36.6%	603	935	55.1%	521	931	78.7%
Fixed Route	50,156	52,751	5.2%	34,152	37,395	9.5%	26,560	31,847	19.9%
NeighborLink	361	305	-15.5%	172	189	9.9%	-	-	-
ACCESS LYNX	1,994	2,464	23.6%	1,048	1,245	18.8%	656	756	15.2%
Vanpool	514	541	5.3%	121	145	19.8%	59	28	-52.5%
SYSTEM TOTAL	54,705	57,126	4.4%	36,096	39,909	10.6%	27,796	33,562	20.7%

LYNX ridership increased by about 100K, or 6.3%, compared to January 2023.

LYMMO ridership decreased by about 10K, or 24.2%, compared to January 2023. Compared to January 2023, average weekday ridership for LYMMO was down 36.6% however there were increases to average Saturday and Sunday ridership by 55.1% and 78.7% respectively. LYMMO ridership continues the recent trend of decreasing on weekdays but increasing on the weekends. There have not been any recent service changes to any of the LYMMO routes.

Fixed Route ridership increased by about 90K, or 6.4%, compared to January 2023. Average weekday ridership increased by 5.2% compared to the same time period last year. Ridership is showing a steady recovery from losses incurred from the COVID-19 pandemic with routes such as the 38, 55, and 426 exceeding their pre-COVID ridership.

NeighborLink ridership decreased by about 900, or 10.0%, compared to January 2023. NeighborLink ridership saw a 15.5% decrease in average weekday ridership but a 9.9% increase in average Saturday ridership. Saturday ridership continues to improve for NeighborLink in FY24.

ACCESS LYNX ridership increased by about 11K, or 22.6%, compared to January 2023. Ridership showed a 23.6% increase to average weekday ridership and increases of 18.8% and 15.2% to average ridership on Saturdays and Sundays respectively.

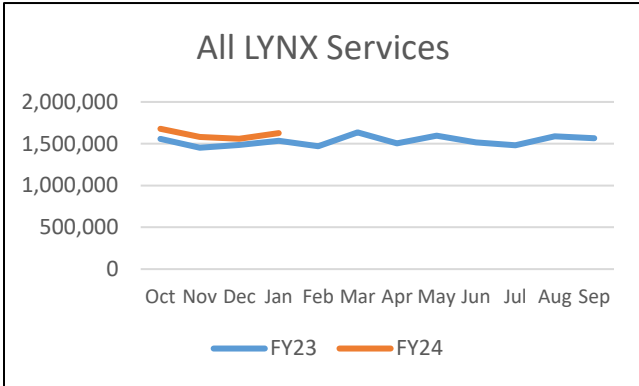
Vanpool ridership increased by about 1500, or 6.5%, compared to January 2023. Vanpool continues to remain consistent in ridership, maintaining the same trends currently in FY24 that were seen in FY23.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.37/gallon in January 2023 and \$3.20/gallon in January 2024. Historically, high gas prices can result in increased public transit ridership.

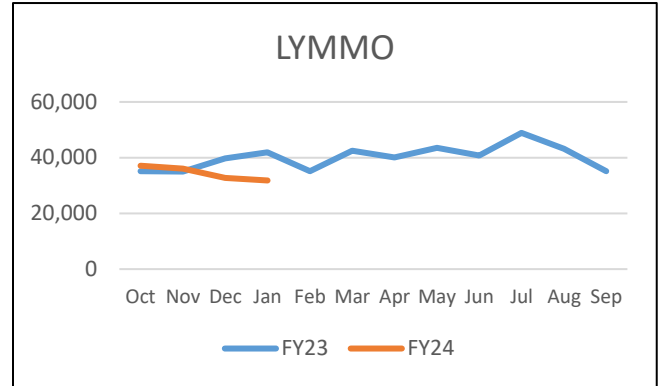


January 2024 Service Performance Report

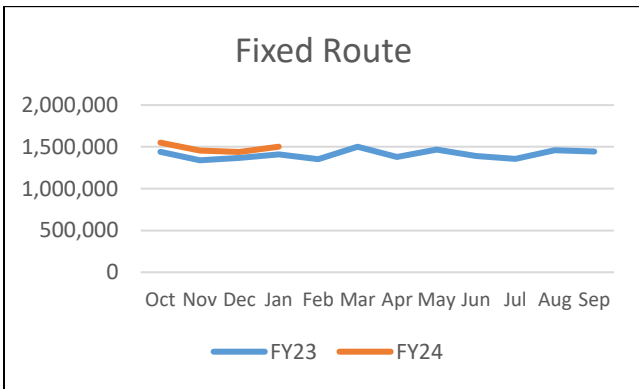
MONTHLY RIDERSHIP TRENDS BY MODE



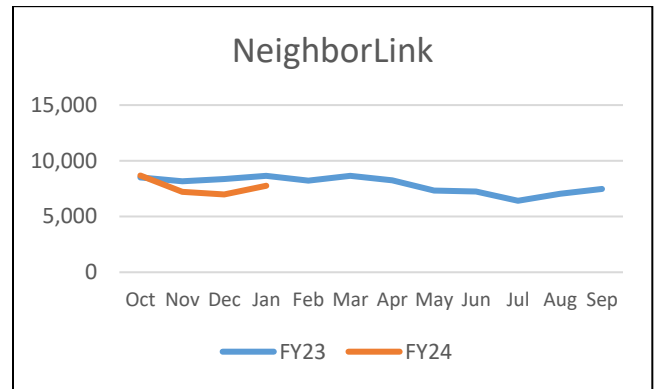
Year-to-Date Fiscal Year 2024 LYNX system-wide ridership has increased by 6.6% compared to Fiscal Year 2023.



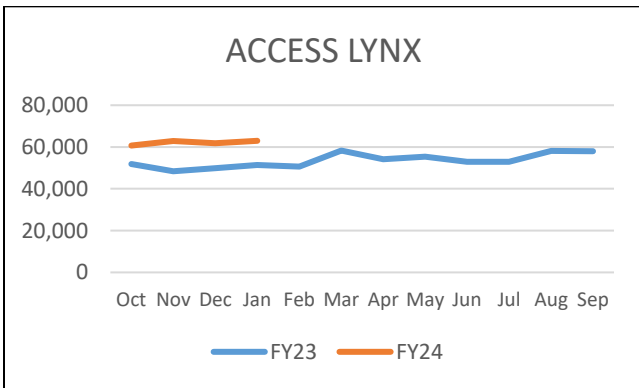
Year-to-Date Fiscal Year 2024 LYMMO ridership has decreased by 9.4% compared to Fiscal Year 2023.



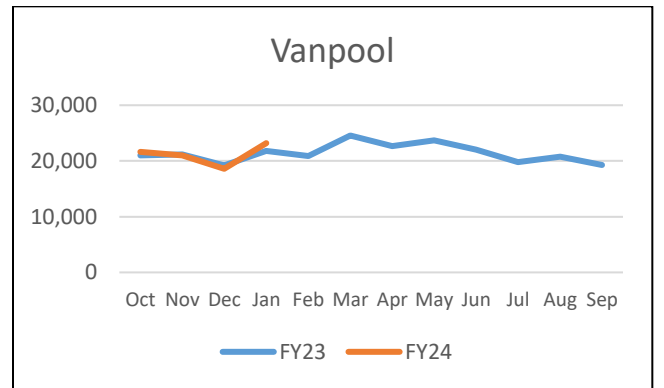
Year-to-Date Fiscal Year 2024 Fixed Route ridership has increased by 6.9% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 NeighborLink ridership has decreased by 9.0% compared to Fiscal Year 2023.



Fiscal Year 2024 ACCESS LYNX ridership has increased by 23.3% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 Vanpool ridership has increased by 1.5% compared to Fiscal Year 2023.



January 2024 Service Performance Report

Fixed Route and LYMMO Monthly Performance Data

Fixed Route - Modal Performance Data - January 2024									
Month	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	1,550,580	17	59%	14%	10	90,603	98%	224	83%
Nov	1,455,339	17	60%	10%	10	87,373	98%	199	97%
Dec	1,439,194	17	62%	13%	9	88,578	98%	195	56%
Jan	1,501,160	17	69%	11%	10	90,587	99%	193	96%
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
YTD	5,946,273	17	63%	12%	39	357,141	98%	202.75	83%

LYMMO - Modal Performance Data - January 2024								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	37,109	5	65%	1	7,128	95%	14	83%
Nov	36,094	5	66%	0	6,867	97%	8	97%
Dec	32,686	5	65%	0	6,914	97%	8	56%
Jan	31,816	5	72%	0	7,128	98%	10	96%
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	137,705	5	67%	1	28,037	97%	10	83%



January 2024 Service Performance Report

NeighborLink and ACCESS LYNX Monthly Performance Data

NeighborLink - Modal Performance Data - January 2024						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	8,680	100%	100%	0	15	100%
Nov	7,221	100%	100%	0	15	100%
Dec	6,982	100%	100%	0	14	100%
Jan	7,775	100%	100%	0	14	100%
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	30,658	100%	100%	0	15	100%

ACCESS LYNX - Modal Performance Data - January 2024						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	60,701	87%	94%	1	148	77%
Nov	62,947	91%	95%	0	149	77%
Dec	61,774	90%	99%	0	157	77%
Jan	62,973	93%	99%	0	151	80%
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	248,395	90.25%	96.75%	1	15125%	78%



January 2024 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

Ridership – The number of trips taken by people using a public transportation system in a given time period.

Passengers per Trip – The average number of passengers who ride on a revenue trip.

On-Time Performance – Refers to the level of success of the service operating according to the published schedule (LYNX defines a bus as on-time if it falls within 0 minutes early to five (5) minutes late of the published schedule).

Farebox Recovery – The percent of a trip’s operating costs recovered through passenger fares.

National Transit Database (NTD) Reportable Accidents – A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons

Complaints per 100,000 Miles – Total number of complaints received based off of every 100,000 vehicle miles.

Total Trips Scheduled – Number of vehicle revenue trips scheduled to operate for the month.

Percentage of Scheduled Trips Operated – Percentage of the total of the revenue trips that were actually operated for the month compared to the number that were scheduled to operate.

Fleet Availability – Shows the extent to which the bus vehicle fleet is available for revenue-earning work.

Preventative Maintenance Completed On Time – Percentage of the total number of scheduled preventive maintenance inspections that were completed on time.

Collected Fares – Percentage of fares collected from passengers to use the service.