

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

1. Call to Order

2. Committee Minutes

-  Oversight Committee Minutes

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3. Public Comments

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

4. Finance & Audit Committee Report

5. Committee Agenda

A. Oversight Committee Agenda Item

-  Update on RFP Process for LYNX Paratransit and NeighborLink Services

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B. Oversight Committee Agenda Item


-  2017 LYNX Legislative Priorities

Pg 8

-Attachments 

6. Committee Discussion Items

A. Oversight Committee Discussion Item


-  Discussion on Guidelines for Public Meetings and Comments


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-Attachments 

B. Oversight Committee Discussion Item

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-  Authorization to submit the (Draft) 2017-2019 LYNX Title VI Program Plan Update to the Federal Transit Administration

-Attachments 

C. Oversight Committee Discussion Item

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-  Update on LYNX Technology Projects

7. Board of Directors Agenda Review

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

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

LYNX
Central Florida Regional Transportation Authority
Oversight Committee Meeting Minutes

PLACE: LYNX Central Stations
455 North Garland Avenue
Board Room, 2nd Floor
Orlando, FL 32801

DATE: November 10, 2016

TIME: 10:00 AM

Members in Attendance:

Commissioner Vivana Janer, Osceola County, Chair
Jim Harrison, Orange County, Vice Chair
Secretary Noranne Downs, FDOT
Commissioner Carlton Henley, Seminole County
Claudia Korobkoff, City of Orlando

Members Absent:

N/A

1. Call to Order

The Chair, Commissioner Viviana Janer called the meeting to order at 10:30AM.

2. Approval of Minutes

The Chair asked for approval of the minutes for the September 22, 2016 Oversight Committee meeting.

The motion was made and seconded to approve the minutes. The motion passed unanimously.

3. Finance and Audit Committee Report

Ray Walls, Committee Chair for the Finance and Audit Committee provided an update on actions taken by the Committee. The primary topic surrounded the new technology projects, with a specific focus on the mobile payment system.

4. Oversight Agenda Items

A. Authorization to enter into a collective bargaining agreement wage re-opener with Amalgamated Transit Union (ATU) Local 1749

Ms. Donna Tefertiller updated the Committee on status of the collective bargaining unit negotiations that resulted in an increase of approximately 3% in wages for Supervisors. That equates to a total impact of approximately \$119,234 for FY 2017. This is the last year of the current contract and the last wage opener. A new contract will be negotiated next year.

5. Committee Discussion Items

A. Update on the request for proposal (RFP) for paratransit services

Mr. Edward L. Johnson gave an update on the Paratransit RFP. He provided an explanation of what staff has determined to be Mobility Management. This concept will include the consolidation of the call centers for fixed route and Paratransit so that reservationists can ensure the most cost efficient provider will be used to deliver the service. Staff will set up accounts with Transportation Network Companies (TNCs) and taxicab companies for passenger service delivery on trips that do not require non-ambulatory service. Reservationists will be able to make the same determination as to which service is needed by the customer. This will make trips more efficient for our customers that require greater assistance from their door to the door of their final destination. The pre-bid meeting was held on November 8. Proposals are scheduled for November 30. A contract award is scheduled to be taken to the Board on January 26, 2017. The contract current will expire on March 31.

B. Update on the Florida Transportation Commission

Ms. Tiffany Homler assisted Edward Johnson with the presentation of the update on the Florida Transportation Commission. CPI will be adjusted for the following operating expenses: revenue miles, revenue hours, operating trips, and passenger miles. Some of performance measures will be deleted and two (2) new measures will be added: unlinked passenger trips for revenue hours as well as the farebox recovery ratio. These new performance measures will go into effect in the 2016 Florida Transportation Commission Report.

C. Update on the process for handling legal services outside retainer fees

Mr. Edward L. Johnson shared with the Board that Task Orders will be presented to the LYNX for approval of legal services outside the retainer fees in order to better control the additional expenses. The Task Orders will be presented to the Finance and Audit Committee so they will be aware of the activities that are happening and the associated costs so that it is not a surprise in the event LYNX has to go to the Board and ask for additional money for services outside the retainer fees. Currently there are three (3) Task Orders: one for declaratory judgement on union pension plan trustees not amending the defined contribution pension plan document; one for collective bargaining and impasse matters; and one for Local 1596 arbitration matter. All three items were included in the Committee package.

D. Update on LYNX's technology projects

Mr. Doug Jamison updated the Board on technology projects currently in progress. The first was wireless internet access on the buses which allows our customers to use their mobile devices to access the internet while onboard LYNX buses. It does have restrictions that customers cannot web stream, such as, Netflix; restrictions on what content is being accessed while on the internet and prevents peer to peer which is synching the computer to another computer. A pilot was launched on thirty (30) buses which rotate throughout

the system to assess how the system is working on a specific route. Half of the buses are operating on the Verizon network and half on the AT&T network. The pilot program will continue through the latter part of October. LYNX will seek the Board's permission for full deployment which would be the remaining 270 buses. Upon Board approval, it would be marketed in January to include information to social media and information on our website. Doug explained the costs associated with this project and what has been budgeted for the current fiscal year. Grant funds will be requested to cover other operating costs. Blanche Sherman assisted in clarifying where funds would come from within the operating budget.

Doug explained the Mobile Fare system which allows customers to pay their fares via mobile technology, i.e., cell phones. It would have the ability to show which fare was paid: daily pass, monthly pass, weekly pass, fare for one person, and fare for two people. It would also have a component with some type of animation in it so they cannot take a screen shot, such as some type of a moving background. Eight proposals were submitted and have been reviewed by the Committee. The Committee reduced the list to five (5) proposers and they will be invited to come and demonstrate their product so staff can see live how they're doing it elsewhere. A pilot would then be released for employees first and some limited customer engagement to get their feel for how it works. This will help the Committee to make a decision with the goal of awarding a contract in March. Staff is asking the Board's permission to move forward with this project.

Real-time information on fixed route. This will provide real-time information on where is the bus along with the estimated arrival. Staff is asking the Board for permission to move forward on this project. Cost is \$40,000 for initial development and \$80,000 a year to maintain. Edward mentioned that all of the technology projects have included VOTRAN, CSX and SunRail so that all agencies are operating as one system.

Real-time on NeighborLink will allow customers to make their reservation by using their mobile device, be it tablet or cell phone. This was developed and tested from April to July 2016. The project is ready for a soft deployment that would allow this project and real-time information on fixed route to run simultaneously to make sure the system is recording the same data as the old system. A Federal grant will cover the cost of operation.

Real-time information on ACCESS LYNX. It is the same system as the other two projects. Information is shown to the customer once the vehicle is in route. It has an estimated development cost of \$132,000 with an annual cost of \$30,000. Information seen is specific to the customer for privacy. This will not replace the current mode of making reservations for ACCESS LYNX.

Edward reviewed the Board agenda items with the Board member for their discussion and approval.

6. Adjournment

The meeting was adjourned at 11:45 AM.

Oversight Committee Agenda Item #5.A.

To: LYNX Oversight Committee

From: **Juan Battle**
DIR OF TRANSPORTATION & MAINT
MYLES OKEEFE
(Technical Contact)
Timothy May
(Technical Contact)

Phone: 407.841.2279 ext: 6161

Item Name: Update on RFP Process for LYNX Paratransit and NeighborLink Services

Date: 1/26/2017

OVERVIEW:

In accordance with the LYNX's Board approval, a Request for Proposals (RFP) was issued on October 28, 2016.

To properly address questions from proposers regarding RFP 17-R02, Amendment No. 1 was issued November 23, 2016 extending the due date of the proposal from November 30, 2016 to December 9, 2016.

Once responses were made available to inquiring proposers Amendment No. 2 was issued on December 9, 2016, which included those LYNX responses, as well as modifications to the Scope of Work, the Proposal Evaluation, and Pricing Schedule, the Disadvantaged Business Enterprise goal, and the References and Licensing exhibits. To allow adequate time for proposers to update their submittals, the due date was also extended to December 16, 2016 in Amendment No. 2.

As of the December 16, 2016 due date, LYNX received six proposals from the following firms:

- First Transit
- Maruti Fleet and Management
- MV Transportation
- National Express
- Ride Right
- Total Transportation Corp.

RFP EVALUATION

The Source Evaluation Committee (SEC), consisting of Charles Boettiger, Palm Tran; Craig Charrette, LYNX; Helen Perez, Jacksonville Transit Authority; Cheryl Stone, Citizen Advocate,

and Virginia Whittington, MetroPlan Orlando, met on January 4, 2017 to provide their scoring and comments. The firms were scored as follows:

Proposer	Score	Ordinal Rank	Proposal Offer (5-Year Contract Total)
Ride Right	453.917	8	\$97,035,627
MV Transportation	444.728	9	\$110,602,039
National Express	415.835	16	\$125,696,523
First Transit	386.253	20	\$176,220,838
Total Transportation Corp.	336.631	23	\$112,479,354
Maruti Fleet and Management	263.000	29	\$96,928,593

Based on the Scores and Ordinal Rankings, the SEC requested presentations from MV Transportation and Ride Right. The firms presented to the SEC in a public meeting January 11, 2017. Upon completion of presentations, the request was made for further clarifications regarding the pricing proposals from MV Transportation and Ride Right.

The firms were provided a series of questions aimed at providing clarification on the nuances of their respective pricing proposals. Responses to those questions were provided by the firms at the close of business January 17, 2017. The SEC reconvened January 18, 2017, during which LYNX staff indicated more time was needed to properly evaluate and analyze those responses and recommended to the SEC that Best and Final Offers be requested from MV Transportation and Ride Right. The SEC members concurred with the staff recommendation and appreciated the importance of properly evaluating the contents of the pricing proposals, given the impact of these services on the region.

Oversight Committee Agenda Item #5.B.

To: LYNX Oversight Committee

From: Tiffany Homler
DIRECTOR OF GOVT AFFAIRS
Tiffany Homler
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: 2017 LYNX Legislative Priorities

Date: 1/26/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval of the 2017 LYNX Legislative Priorities for the State of Florida's 2017 legislative session.

BACKGROUND:

Each year the LYNX Board of Directors designates legislative initiatives for the agency and authorizes the Director of Government Affairs to work with legislators and the LYNX lobby team to pass those initiatives.

For the 2016 legislative session, the LYNX Board of Directors approved three priorities. They are listed below with the results:

- LYNX supports additional funding for the impacts of the I-4 Ultimate Construction on its transit operations.
Result: *LYNX secured \$1 million in operations funding.*
- The LYNX Board supports a study to outline issues and opportunities associated with the integration of bus and rail in its service area along with funding scenarios and opposed a governance structure change.
Result: *No changes to the LYNX governance structure or operations (privatization).*
- The LYNX Board supports clarifying language to facilitate the transfer of confidential video records in order to assist law enforcement in furtherance of their official duties without cumbersome confidentiality agreements.
Result: *Supported the clarifying language proposed by the Florida Sheriffs Association and adopted in statute.*

The proposed 2017 LYNX Legislative Priorities are attached.

LYNX 2017 Legislative Priorities

Facilities Expansion

LYNX Operations Center

LYNX has expanded its fleet over the past several years and has reached capacity at the main LYNX Operations Center (LOC). The LOC was designed in 2001/2002 to be the operating base for 200 buses. The LYNX fleet is now at 308 buses with 263 housed at LOC and 45 at the temporary Osceola Satellite Facility in Kissimmee.

Osceola and Seminole Operations Base

Because of the growth in the region, the bus fleet expansion to support that growth, and bus expansion to support SunRail services, LYNX has identified a need for additional operations base to accommodate that growth. The funds requested would purchase property and initiate design for those operations bases.

Clarify LYNX Borrowing Ability

Currently LYNX is authorized to issue revenue bonds and “to borrow money in a principal amount not to exceed \$10 million in any calendar year to refinance all or part of the costs or obligations of the authority” The language limits the ability of LYNX to incur debt for a financing structure that would allow the completion of infrastructure projects. LYNX proposes adding clarifying language in statute to allow for “finance and/or refinance” (see Attachment A).

LYNX 2017 Legislative Support Positions

Support equitable funding and formula revisions for disbursements from the Transportation Disadvantaged trust fund for urban transit systems such as LYNX.

Support the continuation of the rebate program for compressed natural gas (CNG). This program is scheduled to sunset in at the end of FY18. LYNX has received \$388,377.00 from the program in 2016.

LYNX will support the efforts of our partner agencies that further the mission of LYNX and are not in direct conflict with LYNX.

Attachment A

Amend 343.64(2)(q), F.S., to read:

(q) Notwithstanding s. 343.65, to borrow money in a principal amount not to exceed \$10 million in any calendar year to finance and/or refinance all or part of the costs or obligations of the authority, including, but not limited to, obligations of the authority as a lessee under a lease.

DRAFT

Oversight Committee Discussion Item #6.A.

To: LYNX Oversight Committee

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Discussion on Guidelines for Public Meetings and Comments

Date: 1/26/2017

BACKGROUND:

Mr. Pat Christiansen, Legal Counsel to the LYNX Board of Directors, will lead the Oversight Committee in a discussion as it relates to public participation (public comment period) at public meetings convened in accordance with Florida Statutes 286.0114. This discussion topic was determined necessary based on the advent of establishing a consent agenda only Board of Directors' meeting.

Mr. Christiansen will provide an overview of the Florida statute pertaining to public comments with the focus on establishing a designated time allocation for said comment period that would later be incorporated into the LYNX Administrative Rules.

GUIDELINES FOR PUBLIC MEETINGS AND PUBLIC PARTICIPATION

The following sets forth guidelines to be followed by LYNX at public meetings for public participation pursuant to Section 286.0114, *Florida Statutes*.

1. At each meeting of the LYNX Board of Directors and each meeting of any LYNX advisory boards, commissions and committees subject to the requirements of Section 286.011, Florida Statutes (collectively, the "Board"), the Chairman shall designate on the Agenda a time for public comment. The total time for public comment shall not exceed fifteen (15) minutes; **provided, however,** the Chairman, in his or her discretion, may extend that time.

2. Each individual who wishes to address the Board during public comment must limit his or her comments to three minutes, subject to the provisions of paragraph 3 below.

3. In the event one or more persons or a group wishes to address the Board through a particular individual, those persons may do so and, in such event, a person may allot up to one minute of his or her time to the designated speaker, **provided, however,** the designated speaker, in any event, shall be limited to a total of ten minutes in his or her presentation to the Board. The person will identify the designated speaker on the speaker's form referenced in paragraph 4 below.

4. Each person wishing to speak during public comment must complete, before the beginning of the meeting, and submit to the designated Secretary an approved speaker's form (in substantially the form attached) indicating a desire to be heard, the topic on which he or she wishes to speak and whether that speech is in support, opposition, or neutrality on said proposition, and, if applicable, a designation of a representative to speak for him or her on said proposition. Failure to submit such a form or to complete it as appropriate shall enable the Chairman not to recognize said person.

5. If a non-agenda item is presented for consideration by the Board, the Chairman shall, prior to the Board taking action on said item, allow for public comment solely on said item in accordance with the above provisions.

6. The Chairman will, if necessary, have the authority to maintain decorum in regard to public comments during the said period and discretion to direct said matters as necessary to maintain decorum.

7. Pursuant to subsection 286.0114(3), Florida Statutes, the requirements of subsections 1. and 5. above, do not apply to: (a) an official act that must be taken to deal with an emergency situation affecting the public health, welfare or safety, if compliance with the public comment requirement would cause an unreasonable delay in the ability of the Board to act; (b) an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; (c) a meeting that is exempt from Section 286.011, Florida Statutes; or (d) a meeting during which the board is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

KeyCite Yellow Flag - Negative Treatment
Proposed Legislation

West's Florida Statutes Annotated
Title XIX. Public Business (Chapters 279-290)
Chapter 286. Public Business: Miscellaneous Provisions (Refs & Annos)

West's F.S.A. § 286.0114

286.0114. Public meetings; reasonable opportunity to be heard; attorney fees

Effective: October 1, 2013

Currentness

(1) For purposes of this section, "board or commission" means a board or commission of any state agency or authority or of any agency or authority of a county, municipal corporation, or political subdivision.

(2) Members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission. The opportunity to be heard need not occur at the same meeting at which the board or commission takes official action on the proposition if the opportunity occurs at a meeting that is during the decisionmaking process and is within reasonable proximity in time before the meeting at which the board or commission takes the official action. This section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the board or commission, as provided in subsection (4).

(3) The requirements in subsection (2) do not apply to:

(a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act;

(b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;

(c) A meeting that is exempt from s. 286.011; or

(d) A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

(4) Rules or policies of a board or commission which govern the opportunity to be heard are limited to those that:

(a) Provide guidelines regarding the amount of time an individual has to address the board or commission;

(b) Prescribe procedures for allowing representatives of groups or factions on a proposition to address the board or commission, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;

(c) Prescribe procedures or forms for an individual to use in order to inform the board or commission of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; or

(d) Designate a specified period of time for public comment.

(5) If a board or commission adopts rules or policies in compliance with this section and follows such rules or policies when providing an opportunity for members of the public to be heard, the board or commission is deemed to be acting in compliance with this section.

(6) A circuit court has jurisdiction to issue an injunction for the purpose of enforcing this section upon the filing of an application for such injunction by a citizen of this state.

(7)(a) Whenever an action is filed against a board or commission to enforce this section, the court shall assess reasonable attorney fees against such board or commission if the court determines that the defendant to such action acted in violation of this section. The court may assess reasonable attorney fees against the individual filing such an action if the court finds that the action was filed in bad faith or was frivolous. This paragraph does not apply to a state attorney or his or her duly authorized assistants or an officer charged with enforcing this section.

(b) Whenever a board or commission appeals a court order that has found the board or commission to have violated this section, and such order is affirmed, the court shall assess reasonable attorney fees for the appeal against such board or commission.

(8) An action taken by a board or commission which is found to be in violation of this section is not void as a result of that violation.

Credits

Added by Laws 2013, c. 2013-227, § 1, eff. Oct. 1, 2013.

West's F. S. A. § 286.0114, FL ST § 286.0114

Current through the 2016 Second Regular Session of the Twenty-Fourth Legislature.

Oversight Committee Discussion Item #6.B.

To: LYNX Oversight Committee

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Desna Hunte
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Authorization to submit the (Draft) 2017-2019 LYNX Title VI Program Plan Update to the Federal Transit Administration

Date: 1/26/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit the (Draft) 2017- 2019 LYNX' Title VI Program Plan Update to the Federal Transit Administration (FTA) for their review and initiate the public participation process.

BACKGROUND

The Federal Transit Administration (FTA) approved the LYNX Title VI Program Plan for 2104-2016 with an expiration date of May 31, 2017. This update has been prepared Pursuant to Title VI of the civil Rights Act of 1964, and revised FTA Circular 4702.1B, "Title VI for Federal Transit Administration Recipients". Also this update summarizes LYNX' transit service provisions since the last program update and in accordance with the revisions to the Circular.

FTA Circular 47602.1B specifically requires LYNX Board of Directors review of and adoption of the service standards and monitoring contained in the Title VI Program. The draft 2017-2019 Title VI Program and its contents will be presented to the public utilizing media sources and posting throughout LYNX service area for review and comment. The full record of public comments from meetings held will be included in the Title VI Program Plan.

When final concurrence is received from the FTA, a final copy of the LYNX 2017-2019 Title VI Program Plan Update, as well as the letter of compliance will be supplied to the Board of Directors in compact disk (CD) format.

FISCAL IMPACT

LYNX is required to submit a Board approved Title VI Program every three (3) years to be in compliance with Federal Transit Administration regulations and eligible for FTA grant awards.

LYNX Board Agenda

LYNX' 2017 Adopted Operating and Capital Budgets are comprised of \$XXXX and \$XXXX, respectively in federal funds.

PROGRAM OVERVIEW

PROGRAM OVERVIEW

Title VI/LYNX

FTA CIRCULAR 4702.1B

What Is Title VI

- Title VI is a federal statute that provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

What is the Purpose for Title VI

- Title VI prohibits recipients of Federal Financial Assistance, states, local governments, Transit providers from discriminating on the basis of race, color, or national origin in their programs or activities and it obligates federal funding agencies to enforce compliance.

What **is the Title VI's** application

- Title VI is a federal law that applies to recipients and sub-recipients that receive federal financial assistance.

What does Title VI Require of Recipients?

- Under Title VI, the U.S. Department of Transportation (DOT) has the responsibility to provide oversight of recipients and to enforce compliance with Title VI to ensure that recipients do not use DOT funds to subsidize discrimination based on race, color or national origin.
- FTA requires that all direct and primary **recipient's** document their compliance to the FTA regional civil rights office once every three years on a date determined by the FTA or as otherwise directed.
- For all recipients the Title VI Program must be approved by the **recipient's** board of **director's** or appropriate governing entity or official(s).
- **LYNX'** 2017 Title VI Program will be submitted as a draft document to FTA pending the completion and analysis of the Origin and Destination Survey for approval and concurrence by the FTA Civil Rights Office.

Specific Requirements – Part 1

- Notification to Beneficiaries
- Complaint Procedures
- Maintain record and report transit related Title VI Investigations, Complaints and Lawsuits
- Promote inclusive public participation
- Provide mindful access to Limited English speaking persons
- Minority representation on advisory boards

Specific Requirements – Part 2

- Providing assistance to sub-recipients
- Monitoring sub-recipients
- Ensuring no adverse impact on low income and minority communities
- Requirement and guidelines for LYNX Route Service
- Setting system-wide service standards and policies

QUESTIONS?

Thank You

Oversight Committee Discussion Item #6.C.

To: LYNX Oversight Committee

From: Douglas Robinson
DIRECTOR OF PLAN & DEVELOP
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6078

Item Name: Update on LYNX Technology Projects

Date: 1/26/2017

OVERVIEW:

LYNX is in the process of developing and deploying technology to assist our customer in using LYNX services.

WIRELESS INTERNET ACCESS ON BUSES

Wireless internet access was installed on 30 fixed route buses in October 2016 to test the technology. Following approval by the LYNX Board of Directors in November 2016, the remainder of the 300 fixed route buses were installed with completion on January 10, 2017. LYNX has marketed this service through a press release, signage on the buses, the LYNX web site, and through social media.

MOBILE FARE PAYMENT

Two vendors were selected by the Source Evaluation Committee on December 21, 2016 to move forward to demonstrate their systems. The kick-off for both vendors was held on January 17, 2017 with project management meetings with each vendor following the kickoff meeting. Agreements have been executed with each vendor to deploy their systems in a pilot scheduled for February 2017. The pilot will allow employees and selected customers to use the software and provide feedback on their experience to the Source Evaluation Committee for their selection of a single vendor for award of contract. The final selection of a single vendor by the committee is scheduled for May 2, 2017.

REAL-TIME NEXT VEHICLE ON FIXED ROUTE

The kick-off with DoubleMap, Inc., the software vendor, was held on January 12, 2017. DoubleMap, Inc. staff is currently importing the LYNX routing and schedule information. Integration by DoubleMap, Inc. with the Clever Devices computer aided dispatch system to access data on the real-time location of buses operating on the system is in process. LYNX is working with the Trapeze Group to implement access to the Trapeze computer aided dispatch system for access to real-time location data on buses operating on that system. DoubleMap, Inc. will begin integration with the Trapeze data as soon as the access is available.

REAL-TIME ON NEIGHBORLINK

Training was held on January 22, 2017 for drivers, call center personnel, and administrative staff of MV Transportation. Additional train-the-trainer training was held for LYNX staff on Wednesday, January 25, 2017. The real-time software was deployed on NeighborLink 622 – Oviedo for a two week test period starting on Monday, January 23, 2017. Both the existing system and the new real-time system for reservations, scheduling, and dispatch will be run in parallel for the two weeks to allow LYNX to verify that the new system is accurately recording and reporting trip data. Any issues identified with the system will be resolved in February 2017 with deployment in revenue service scheduled to begin at the end of February 2017.

REAL-TIME ON ACCESS LYNX

Staff has worked with Trapeze Group to identify the software update required for real-time access to ACCESSLYNX vehicle locations. This update was loaded into a test environment on December 13, 2016. Staff is in the process of developing the scope for providing real-time information on ACCESSLYNX services to ensure that there is agreement between DoubleMap, Inc. and LYNX on the information to be provided and the secure access to the customer specific vehicle arrival information.