



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 February 1, 2018

Pg 4



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. Consent Agenda






A. Request for Proposal (RFP)


- i.  Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services Pg 11
- ii.  Authorization to Issue a Request for Proposal (RFP) for the Replacement of Bus Seats Pg 13

B. Invitation for Bid (IFB)



- i.  Authorization to Release an Invitation for Bid (IFB) for Motor Oil Bulk Delivery Pg 15
- ii.  Authorization to Release an Invitation for Bid (IFB) for Heavy Duty Transit Fleet and Non-Revenue Vehicle Towing Services Pg 16

C. Award Contracts














- i.  Authorization to award a contract to Genuine Auto Corporation d/b/a NAPA Auto Parts for the procurement of batteries for transit and support vehicles for an aggregate not-to-exceed amount of \$220,000 for a period of two (2) years with the option to extend for two (2) one (1) year periods Pg 17
- ii.  Authorization to award a contract to B & C Truck Electric Services, Inc., for Remanufactured Alternators in the aggregate amount of \$216,840 for a period of two (2) years with the option to extend for two (2) one (1) year periods Pg 19
- iii.  Authorization to award a contract for the procurement of bus filters to VMP, Inc., for \$634,019; Charlene Maffit Gillig, LLC., for \$199,498; Truck Pro for \$42,748; Mohawk Mfg. & Supply Co., for \$41,002; and Muncie Transit Supply for \$28,879 Pg 21
- iv.  Authorization to Piggyback a contract for Health Benefits Brokerage Services using Orange County Contract Y14-1073-LC with RobinsonBush, Inc., for four (4) years with a not-to-exceed amount of \$360,000 Pg 23
- v.  Authorization to Piggyback off of the Miami-Dade County Contract Number 9217-2/25 instead of the Houston-Galveston Area Council of Governments Contract #HP08-17 for the deployment of a full scale exercise security drill required by Federal Transit Administration for a not-to-exceed amount of \$178,000 Pg 25

- vi.  Authorization to award a contract for the purchase, installation, and preventative maintenance of an automatic drive-through transit bus wash system to Westmatic Corporation in an amount not-to-exceed \$683,861; this cost includes the initial purchase and installation of \$595,960, extended warranty of \$47,901, and preventative maintenance for a five (5) year period of \$40,000 Pg 27

D. Extension of Contracts

- i.  Authorization to increase the not-to-exceed amount for 2018 to contracts #14-C27 Zimmerman, Kiser & Sutcliffe and 14-C29 Hilyard, Bogan & Palmer for Tort Legal Services, and increase in the not-to-exceed amount of \$445,000 will be proportional based upon the services rendered between both firms; exercise option year two (2) for both contracts for services from July 25, 2018 through July 24, 2019, and increase the NTE in the amount by \$485,000 Pg 30
- ii.  Authorization to Exercise the First Option Year of Contracts 15-C10 (A) with Lynch Oil Company for the Bulk Delivery of Diesel Exhaust Fluid (DEF) and 15-C10 (B) with Seaboard Distribution, Inc. for Anti-freeze and Anti-freeze Drums Pg 32

E. Miscellaneous

- i.  Authorization to Amend Contract #12-C02 with MV Transportation, Inc., to add \$124,962 to the not-to-exceed contract dollar amount Pg 33
- ii.  Authorization to Purchase Ninety (90) Mobile Data Terminals to be placed in Paratransit Vehicles for an amount not-to-exceed \$248,167 Pg 35
- iii.  Authorization to Extend Agreement with Florida Department of Transportation (FDOT) for the Road Ranger Program to Include I-95 from Brevard to Volusia County Pg 37
- iv.  Authorization to Auction Surplus Equipment Pg 39
- v.  Authorization to Dispose of Items Accumulated Through the Lost and Found Process Pg 43
- vi.  Authorization to Write Off Assets Pursuant to the June 30, 2017 Physical Inventory Count and Reconciliation Pg 46
- vii.  Authorization to Transfer Three Retired Paratransit Vehicles to the Academy of Ability in Lieu of Awarding 5310 Grant Funding Pg 49
- viii.  Authorization to Submit a Grant Application to the Commission for the Transportation Disadvantaged for a Mobility Enhancement Grant Pg 51
- Attachments 
- ix.  Authorization to Issue Purchase Orders not to exceed an aggregate total of \$3,351,825 to Alliance Bus Group for the Purchase of Twenty-five (25) Paratransit Replacement Vehicles and Florida Transportation Systems for Twenty-five (25) Paratransit Replacement Vehicles Pg 55
- x.  Authorization to Issue Purchase Orders not to exceed \$880,000 for Vehicles to be Leased to 5310 Sub-Recipient Awards Pg 60
- xi.  Authorization to enter into the Second and Third year contract with Arthur J. Gallagher Risk Management Services, Inc., our Broker, for property insurance; annual property premiums are \$93,940 for an aggregate not-to-exceed amount for the two year period of \$187,880 Pg 63
- xii.  Authorization to Issue a Purchase Order to nMomentum in the Amount of \$73,200 to provide support for LYNX's Mobile Fare Payment Program over a period of twelve (12) months Pg 65

xiii.



Authorization to renew the existing service agreement for a period of six (6) months and a not-to-exceed amount of \$37,220 with the University of Central Florida (UCF) Office of Student Involvement (OSI) for KnightLYNX late evening and weekend bus service

Pg 67

-Attachments



6. Action Agenda

A.



Election of LYNX' Board of Directors Officers

Pg 89

B.



Authorization to Approve Proposed Service Changes Effective April 29, 2018

Pg 90

C.



Authorization to Increase the Current LYNX Orlando Trail Project Contingency of \$91,900 (10%) by \$20,000, for Total Project Contingency of \$111,900

Pg 92

-Attachments



7. Work Session

8. Monthly Reports

A.



Communications Report: January 2018 & February 2018

Pg 96

B.



FY2018 1st Quarter Financial Report - October to December 2017

Pg 113

-Attachments



C.



FY2018 Ridership Report through January 2018

Pg 122

D.



Planning and Development Report

Pg 124

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
2nd Floor Board Room
Orlando, FL 32801

DATE: February 1, 2018

TIME: 1:00 p.m.

Members in Attendance:

Viviana Janer, Chair, Osceola County
Buddy Dyer, Mayor, City of Orlando,
Lee Constantine, Commissioner, Seminole County BOCC
Mike Shannon, Secretary, 5th District, Florida Department of Transportation

Members Absent:

Teresa Jacobs, Mayor, Orange County

1. Call to Order

Chair Janer called the meeting to order at 1 p.m.

Commissioner Constantine lead the Pledge of Allegiance.

2. Approval of Minutes

Chair Janer asked the Board if there was any discussion about the December 7, 2017 meeting minutes. A motion was made by Mayor Dyer, seconded by Commissioner Constantine. Minutes were unanimously approved as presented.

3. Recognitions

Bert Francis, Chief Financial Officer recognized several staff members on their years of service:

20 Years of Service Award Recipients:

- Juan Torres
- Hattie Jones

25 Years of Service Award recipients:

- Wanda Campbell

Thomas Stringer, Chief Operations Officer recognized Sandy Smith for taking **initiative with our "See Something, Say Something" campaign** as she identified a situation with a passenger at a bus stop.

4. Public Comments

David Bottomley, 305 Woodbury Pine Circle, Orlando, resident of area since 1969 approached the Board members stating that he was looking over the optimization program and referenced a conversation he had with the CEO from **Tampa's HART** line, who together with the help of the citizen's advisory committee visited all the bus stops on the HART line and if deemed necessary, made them ADA Compliant. Mr. Bromley said when Highway 50 was widened, part of the stops were ADA compliant but some not. According to a conversation he had with Dean Perkins, of FDOT in Tallahassee, said that it was up to the local municipalities to make them ADA Compliant. It will make it safer and better for everyone. He would like to see us make it a lot more transit friendly than what it is now.

Joanne Cornelis, 138 Country Club Circle home burned, wants to see Bus 33 back on the road. She would like 24 hour bus and train service for everyone so that no one will get stranded. She would like to see the bus in Altamonte Springs bus back to Douglas Avenue and 436 on both sides.

Monica Rodriguez, 6056 Village Circle, Orlando, FL. 32822. Monica said she wants to make the bus seriously popular and help families away from the burden of the bills. Monica explained that she had her driving privileges removed and feels free of burden. She has made a couple of attempts to meet with the CEO for providing **free bus cleaning services through her "Queen of Clean" company** but has been unsuccessful.

5. **Chief Executive Officer's Report**

Chair Janer recognized Mr. Edward L. Johnson, Chief Executive Officer (CEO).

Mr. Johnson expressed his appreciation and said he was proud of his staff and all they do on a daily basis. He pointed out that Sandy Smith was recognized earlier but also wanted to mention that she is also very attentive at any special event, she is one of the first to volunteer to assist us and carrying out activities that support all of the employees. She is committed to the entire organization no matter what it is.

Mr. Johnson welcomed Mike Shannon, District 5 Secretary to the organization. We look forward to his leadership on the Board.

Mr. Johnson stated that the State Senate Appropriations Sub Committee on Transportation Tourism and Economic Development has included 2 million dollars in their budget for LYNX to build out their Operations Center property behind LOC of which we want to develop for our Paratransit Operations.

Mr. Johnson recognized the Marketing Team for their design work for the Holiday bus the year before last. It was submitted to the American Public Transportation Association and won first place for this competition.

Gertrude's walk project will be completed very soon. We are lining up with the alignments that were put in place with the City of Orlando and looking forward to the connection with the Florida Department of Transportation. We will be able to walk from LYNX Central Station down to City Hall.

A representative from Rollins College Crummer School of Business will be our guest at the next Board Meeting. We will discuss partnership opportunities, assign interns and offer consulting work for free.

Our LYNX Team is looking forward to the Softball Challenge in May with our partners. We are going to have a Round Robin and ultimately a Champion out of this.

Mr. Johnson asked that we pull item C2, The election of officers as well as items C 8 & 9 that deals with our general liability legal services. Those items require more attention.

Chair Janer confirmed the items we are pulling are from the Action Agenda are Items 8 A. and C9 & C8.

Chair Janer moved to strike those items from this particular meeting.

6. Oversight Committee Report

Chair Janer provided a review of the Oversight Committee Meeting held earlier in the day. Presentations were heard and are recommending the following items for the Board of Directors approval:

Items from the Consent Agenda:

- A.i. - Authorization to Release an RFP for the Installation, Repair and Removal of LYNX Transit Shelters and Associated Amenities
- A. ii - Authorization to Release an RFP for the Manufacturing of LYNX Transit Shelters
- B.ii. - Authorization to Award a Contract to Trapeze for Ranger Units for Full Fleet Conversion
- C. ii. - Authorization to Increase Contract for Legal Services with Akerman, LLP
- C. vii. - Authorization to Issue an Extension of Contract Time for LYNX Orlando Trail aka Gertrude's Walk Project

Items from the Action Agenda:

- B. Authorization to Declare March as Procurement Month
- C. Authorization to Amend the Anti-Drug and Alcohol Misuse Prevention Program

7. Consent Agenda

Chair Janer brought to the board for discussion and motion.

Commissioner Constantine moved to approve all of A, all of B, which is the award of contracts and miscellaneous with the exception of C.8 & C.9. Mayor Dyer seconded the motion and the items passed unanimously.

8. Action Agenda

- A. Election of LYNX' Board of Directors Officers – Chair Janer confirmed this item has been removed from the agenda.
- B. Authorization to Declare March as Procurement Month- Bert Francis, Chief Financial Officer stated the National Institute for Government Procurement as well as the Institute for Supply Management has designated March Nationally as Procurement month. We ask that LYNX follow suit and declare March as Procurement month.

Commissioner Constantine moved to approve and Mayor Dyer seconded the motion, the declaration passed unanimously.

- C. Authorization to Amend the Anti-Drug and Alcohol Misuse Prevention Program, presented by Tellis Chandler, Deputy Director of Safety Security and Risk. Mr. Chandler presented a Power Point with the proposed changes, he indicated that the Law states that all recipients of Federal Funding are required to have a drug and alcohol program. These requirement include education and training; explanation of who is covered and types of testing.

The proposed changes for 2018 include the revision of the CEO's name to the current CEO; to include dispatchers; regulatory changes and shy bladder – clarifying the medical evaluation process. LYNX currently has an over the counter drug policy.

Mayor Dyer moved to approve the amendment and Commissioner Constantine seconded. The Action Agenda passed unanimously.

9. Work Session

- A. Update on Mobility Services presented by Thomas Stringer, Chief Operations Officer.

Thomas Stringer presented, LYNX has decreased its uncollected fares from a 5.11% in July to .54% in January. As of December 1st, LYNX began its mobility management program of which 9,300 trips have been transitioned to TNC/Taxi. The goal is 20%. It started slow in December, now just a little over 20%. By shifting some of those trips, to a less costly service under the TNT management program, LYNX avoided approximately \$149,000 in costs. LYFT will be joining the mobility management program which can provide capacity. This will also help our on-time performance, which is also improving.

Call hold times in December were 3.23 for “Where is my Ride”, and under 5 minutes for booking trips. In January the hold times went up to 4.5 minutes or a little more and 6 minutes for the booking. Call hold times have been a challenge with employees being out ill, vacancies and the integration of call center. Perhaps a 2 minute hold time is too aggressive of a goal.

In summary, the action items include LYFT joining our mobility program. Filling five vacant positions on Monday and aggressive training. Daily reporting to assist with metrics and staying on top of issues. We are adjusting trip percentages to increase cost performance and finally reviewing the best practices for call center statistics.

Chair Janer asked if there was any discussion or questions on the proposed goals for 2018. None heard. Chair Janer requested a true cost saving analysis.

B. Update on LYNX Forward by Tim Crobons from Conetics

Mr. Crobons presented an update on the Route Optimization study being done along with the update to the 10 year transportation development plan.

Mr. Crobons discussed the status of the long range plan, the development of the near term plan and future timeline for potential implementation.

There are 3 primary areas of the network challenges, The Quality of Service and Performance of existing service; the Service Supply and Service Design Issues – The items we will focus on will be to increase ridership, minimize travel time throughout community; improving on time performance and frequency on the services to make it more attractive.

As part of this effort they are setting up guidelines, standards and evaluation processes. This will aid the staff with decisions on new service recommendations, and as they move along in the study they will recommend adopting these guidelines of which you will guide your service expansion as well existing services in the future.

Chair Janer addressed the Board members and stated that this same presentation was made in the Oversight and some of the points made in the meeting have been clarified in this meeting. She wanted to reiterate to the Board that this is more than just a route optimization as it is a total restructure of our bus service and was mentioned in the meeting before that bus numbers are subject to change resulting in changes to our bus stops which caused a concern in terms of the cost. Besides the operating cost, which they have assured will fit into the current budget, the capital costs associated with this with some of the things mentioned in the report such as right sizing vehicles, Chair **Janer's request here**, although not an action item, is to reiterate for Conetics Transportation Group as they do their analysis and the route optimization is to closely work with our staff.

As a representative of Osceola County, she stated it is extremely important that we have close communications, because we have pockets in our community that have only one bus service in and out, and even if it is not the most optimal route with most ridership, **it doesn't mean that it is not necessary**. Chair Janer stated that they've had cases during private route optimization and tweaks, have had bus stops removed and as a result, there are people walking 30-45 minutes to the nearest bus stop.

Chair Janer requested that each of our respective jurisdictions is closely communicated to so that we are on board with those changes before they come to a final recommendation. There is no doubt that this is needed and we need to improve the system, any effectiveness of the system is appreciated and needed, but we need to make sure that we are in constant communication.

Another concern is the communication and engagement with our riders because there are pockets that may require different languages. We need to ensure that we get that information to all communities.

Chair Janer asked the Board if they had any questions or concerns. Commissioner Constantine stated that the next TAC meeting will be next month which will be bringing back a new term plan for them to review.

10. Information Items

A. Notification of Settlement Agreement Pursuant to Administrative Rule

11. Other Business

None heard at this time

12. Monthly Reports

A. Communications Report —November 2017

B. FY2017 Ridership Report thru November 2017

C. Monthly Financial Report — Preliminary October 31, 2017

E. Planning and Development Report

Chair Janer informed the board members of the Information Items and Monthly Reports attached that required no action but were on the agenda for review purposes and asked if anyone had any questions or comments. None were heard.

Chair Janer adjourned the meeting at 1:50 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the December 7, 2017 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

Consent Agenda Item #5.A. i

To: LYNX Board of Directors

From: Tiffany Homler
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Request for Proposal (RFP)
Authorization to Release a Request for Proposal (RFP) for General
Planning and Related Consulting Services

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release various Request for Proposals (RFP) for General Planning consulting services.

BACKGROUND:

LYNX is requesting proposals from firms interested in and capable of providing general transportation planning consulting on an "as needed task order basis". The purpose of the professional consultant services is to continue providing the necessary expertise in a full array of transportation services to LYNX for the Central Florida Region. The General Transportation Planning Consultant serves as an extension of LYNX staff through providing technical expertise.

These RFP's, including supporting documentation, will provide proposers with all information necessary to prepare and submit a written proposal for general planning consulting services in multiple areas of expertise including, but not limited to:

- Transportation and Financial Planning – transit operations and maintenance planning, multimodal urban corridor transportation planning, fixed guideway transit system planning, environmental planning, short-term and long-term transportation and strategic planning, public outreach, marketing, project management, financial management, and traffic studies.
- Technical Studies – data collection, travel demand forecasting, corridor designation studies, transit route studies, project development, environmental studies, traffic planning and data development studies, transportation financial and economic analysis, ridership forecasting, and impact fees studies.
- Urban Design – short-term and long-term transportation plans, development of regional impact, land use, parking and design studies, traffic operations and design, and downtown circulation studies.
- Geographic Information Systems (GIS) – GIS services, on-site and GIS strategic planning analysis, data collection and design, eminent domain, preliminary and final roadway design, data inventory, and GIS support.
- Safety & Security Planning – Transit safety and security analysis to support local, state and federal emergency management systems processes and operations planning, including but not limited to National Incident Management Systems (NIMS) trainings, safety and security studies of all safety management system (SMS) activities related to Drug and Alcohol, Crime Prevention Through Environmental Design (CPED), accident avoidance and collision studies.
- Organizational Efficiency/Business Process Analysis – Improving operational efficiency and effectiveness through performance-based asset (Transit Asset Management Plans (TAM)) and resources (human capital, etc.) plan development; Support via survey management to improve service quality; process improvements and change management plans to support federal compliance requirements.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies require prime contractors to use their best efforts to subcontract a portion of their work to DBE firms. However, each DBE goal will be determined with the development of each scope of work.

FISCAL IMPACT:

LYNX staff included \$3,146,108 in FY2018 Adopted Operating Budget specifically for planning professional services. Upon Board approval, future years' operating budgets will include the requisite amount of planning professional services for projects eligible to be awarded under this contract.

Consent Agenda Item #5.A. ii

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
James Fetzer
(Technical Contact)
Edward Flynn
(Technical Contact)
Elvis Dovalles
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Request for Proposal (RFP)
Authorization to Issue a Request for Proposal (RFP) for the Replacement of Bus Seats

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for the purchase and installation of bus seat inserts.

BACKGROUND:

Through research and sample seat installations, it has been determined that converting existing bus seat inserts from fabric to vinyl will enhance the cleanliness and overall sanitary and hygienic environment for our riders. Converting to vinyl inserts will allow for easier seat maintenance, thus increasing our interior bus cleanliness process. Currently all buses have upholstered seats originally supplied by various manufacturers and installed by Gillig, LLC and New Flyer at the time of production. The proposed seat replacements are for buses manufactured in 2010 through 2014.

The number of bus seat inserts per bus is based on the below sizes of transit buses:

Bus Size	Backs	Bottoms	Total
29 Ft	26	26	52
35 Ft	32	32	64
40 Ft	40	40	80

LYNX Board Agenda

LYNX will make every effort to use in-house labor to install the new seat inserts, however, the goal is to out-source labor and installation only when it enhances efficiencies.

FISCAL IMPACT:

LYNX staff included \$200,000 in the FY2018 Adopted Operating Budget for Fleet Seat Conversion. Upon Board approval, future years' operating budgets will include funding to support this initiative.

Consent Agenda Item #5.B. i

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
James Fetzer
(Technical Contact)
Edward Flynn
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Invitation for Bid (IFB)
Authorization to Release an Invitation for Bid (IFB) for Motor Oil Bulk Delivery

Date: 3/22/2018

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 procuring bulk motor oil and fluids for the fleet.

BACKGROUND:

LYNX operates 313 buses on fixed routes. In addition, LYNX maintains a fleet of 103 support vehicles to include 23 sedans, 29 trucks, and 51 vans. The purchase of motor oil in bulk provides secured pricing, maintains consistency and provides for just in time delivery on an as needed basis.

During fiscal year 2017 the fleet (revenue and non-revenue vehicles) used approximately 25,000 gallons of various oils and fluids.

The second option year of the contract will expire July 24, 2018.

FISCAL IMPACT:

LYNX staff included \$367,400 in the FY2018 Adopted Operating Budget for all bulk fluid, oil, and lubricant purchases.

Consent Agenda Item #5.B. ii

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
James Fetzer
(Technical Contact)
Edward Flynn
(Technical Contact)
Elvis Dovalles
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Invitation for Bid (IFB)
Authorization to Release an Invitation for Bid (IFB) for Heavy Duty Transit
Fleet and Non-Revenue Vehicle Towing Services

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for heavy duty transit fleet and non-revenue vehicle towing services. The initial contract will be for three (3) years with two (2) one (1) year options.

BACKGROUND:

LYNX requires, on an as-needed basis, towing services for occasions when a bus or support vehicle cannot return to its operating base at LYNX Operations Center (LOC) or Osceola Satellite Facility (OSF). This generally is a result of a system failure (engine, transmission, etc.) or severe structural damage due to an accident. Also, LYNX will occasionally have its fleet towed to various repair centers to have repairs performed. The current towing contract expires on September 30, 2018.

FISCAL IMPACT:

In FY' 2017, LYNX had 259 vehicles towed, and the total cost was approximately \$68,129. LYNX staff included \$70,000 in the FY2018 Adopted Operating Budget for towing services. The FY2018 projected year-end expense should not exceed the \$70,000 budgeted.

Consent Agenda Item #5.C. i

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
James Fetzer
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Award Contracts
Authorization to award a contract to Genuine Auto Corporation d/b/a NAPA Auto Parts for the procurement of batteries for transit and support vehicles for an aggregate not-to-exceed amount of \$220,000 for a period of two (2) years with the option to extend for two (2) one (1) year periods

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to Genuine Auto Corporation d/b/a NAPA Auto Parts for the procurement of batteries for transit and support vehicles for a total not-to-exceed amount of \$220,000 for a period of two (2) years with the option to extend for two (2) one (1) year periods.

BACKGROUND:

LYNX has a fleet of 313 transit vehicles and various non-revenue vehicles. Our in-house technicians routinely inspect and replace the batteries as needed. LYNX purchases approximately 600 bus and service vehicle batteries per year.

This is the first time that LYNX has secured multiple year contracts for its heavy duty bus batteries and automotive service vehicle batteries. By securing multiple year contracts, LYNX is improving its procurement process of these batteries, locking in competitive contract pricing, and reducing our stocking of batteries.

On December 7, 2017, the Board of Directors authorized LYNX staff to release an Invitation for Bid (IFB) for the purchase of heavy duty bus batteries and automotive service vehicle batteries. The IFB was released on January 24, 2018. The IFB was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers. The below two suppliers submitted bids in response to the IFB:

- Batteries By Fisher
- Genuine Parts Corp/DBA NAPA Auto Parts

LYNX Board Agenda

The contract award is being recommended for the supplier who submitted the most responsive, and responsible bidder, Genuine Parts Corporation/DBA NAPA Auto Parts.

FISCAL IMPACT:

LYNX staff included \$4,480,000 in the FY2018 Adopted Operating Budget for repairs and maintenance – revenue vehicles for bus parts including the replacement of vehicle batteries. Future years' operating budgets will reflect the costs associated with this contract.

Consent Agenda Item #5.C. ii

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
James Fetzer
(Technical Contact)
Edward Flynn
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Award Contracts
Authorization to award a contract to B & C Truck Electric Services, Inc., for Remanufactured Alternators in the aggregate amount of \$216,840 for a period of two (2) years with the option to extend for two (2) one (1) year periods

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to B & C Truck Electric Services, Inc., for Remanufactured Alternators in the total amount of \$216,840 for a period of two (2) years with the option to extend for two (2) one (1) year periods.

BACKGROUND:

LYNX has a fleet of 313 transit vehicles and various non-revenue vehicles. Our in-house technicians routinely inspect and replace the alternators as needed. LYNX purchases approximately 100 bus alternators per year.

This is the first time that LYNX has secured multiple year contracts for its Alternators. By securing multiple year contracts, LYNX is improving its procurement of these alternators, has locked in competitive contract pricing, and can reduce our stock by securing a contract with one supplier.

On December 7, 2017, the Board of Directors authorized LYNX staff to release an Invitation For Bid (IFB) for the purchase of Remanufactured Alternators.

The IFB for Alternators was released on January 25, 2018. The IFB was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers. The below four suppliers submitted bids in response to the IFB:

LYNX Board Agenda

B & C Truck Electric Services, Inc.
South East Power Systems
Romaine Electric
Electric Sales & Service

The contract award is being recommended for the supplier who has been deemed the lowest cost, most responsive and responsible bidder, B & C Truck Electric Services, Inc.

FISCAL IMPACT:

LYNX staff included \$4,480,000 in the FY2018 Adopted Operating Budget for Repairs and Maintenance – Revenue Vehicles to include the purchase of replacement bus alternators.

Consent Agenda Item #5.C. iii

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
James Fetzer
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Award Contracts
Authorization to award a contract for the procurement of bus filters to VMP, Inc., for \$634,019; Charlene Maffit Gillig, LLC., for \$199,498; Truck Pro for \$42,748; Mohawk Mfg. & Supply Co., for \$41,002; and Muncie Transit Supply for \$28,879

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to the lowest cost, responsive and responsible bidders: VMP, Inc., Charlene Maffit Gillig, LLC., Truck Pro, Mohawk Mfg., & Supply and Muncie Transit Supply for the procurement of bus filters. The Contracts will be for a period of two (2) years with the option to extend for two (2) additional one (1) year periods. The total Contract Award for all vendors is \$946,146. Below is the Contractual Award by vendor.

Supplier	Total Cost
VMP, Inc.	\$634,019
Charlene Maffit Gillig, LLC	\$199,498
Truck Pro	\$42,748
Mohawk Mfg. & Supply Co	\$41,002
Muncie Transit Supply	\$28,879

BACKGROUND:

LYNX Vehicle Maintenance division adopts a strict preventative maintenance policy for its fleet of 313 transit buses.

LYNX has established four (4) key service levels which include: (A) service every 3,000 miles, (B) service every 6,000 miles, (C) service every 12,000 miles, and (D) service every 36,000 miles as part of the PM process when critical vehicle fluids and filters are changed.

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Some of the filters include, but are not limited to, oil, air, transmission, fuel, hydraulic, etc. LYNX stocks approximately eighty-two (82) different sizes and types of filters to include approximately 27 types of air and air cleaner filters, 4 types of coolant filters, 15 types of primary and secondary fuel filters, 17 types of oil and hydraulic filters, 16 types of element filters, and 3 types of kit filters .

On December 12, 2017, the Board authorized the release of an Invitation for Bid (IFB) for Transit Filters. IFB 18-B08 for the purchase of Filters – Transit Buses and Support Vehicles was released on January 29, 2018. Bids were due on February 28, 2018. The following six (6) suppliers submitted bids in response to the IFB:

Muncie Transit Supply
South East Power Systems
Charlene Maffit Gillig, LLC
VMP, Inc.
Truck Pro
Mohawk Mfg. & Supply Co.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

There is no established DBE goal for this item.

FISCAL IMPACT:

LYNX staff included \$4,480,000 in the FY2018 Adopted Operating Budget for Repairs and Maintenance – Revenue Vehicles, which includes replacement bus filters. Future years' operating budgets will reflect the costs associated with this contract.

Consent Agenda Item #5.C. iv

To: LYNX Board of Directors

From: Brian Anderson
DIRECTOR OF HUMAN RESOURCES
Brian Anderson
(Technical Contact)

Phone: 407.841.2279 ext: 6219

Item Name: Award Contracts
Authorization to Piggyback a contract for Health Benefits Brokerage Services using Orange County Contract Y14-1073-LC with RobinsonBush, Inc., for four (4) years with a not-to-exceed amount of \$360,000

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Piggyback a contract for Health Benefits Brokerage services using Orange County Contract Y14-1073-LC with RobinsonBush, Inc., for four (4) years with a not-to-exceed amount of \$360,000.

BACKGROUND:

In 2011, the Board of Directors' authorized LYNX to explore the possibility of procuring health and welfare benefits separately from Orange County's Benefit plan. January 1, 2012, LYNX secured the services of a Health Benefit Consultant to facilitate and execute this research. As a result of this research, LYNX secured its Health Benefit plan separately from Orange County.

In an effort to review our current cost for this service, it has been determined that it is more cost effective to Piggyback Orange County Government health and welfare benefits consultant services contract. LYNX opportunity to Piggyback this contract with RobinsonBush, Inc., will significantly reduce our total cost for this service.

Last year LYNX Piggybacked Orange County Government health and welfare benefits consultant contract for the services of medical and pharmacy at a cost of \$7,500 per month.

Our current contract for dental, vision, life and disability expires on July 24, 2018. As an opportunity to leverage these needs, LYNX desire to consolidate these services under our current Piggyback contract with Orange County Government for health and welfare benefits consultant, at it is current monthly cost of \$7,500. By consolidating this requirement, LYNX will receive a significant cost savings for both the employee and LYNX. The prior contract had commissions

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built into the premiums of 5% for Vision and Dental and 10% for Life insurance, Long and Short term disability. This is an additional month savings of approximately \$8,000 or \$96,000 annually.

FISCAL IMPACT:

LYNX staff included budget for an Employee Insurance Broker and its related consulting services in the FY2018 Adopted Operating Budget as a component of medical expenses. Future years' operating budgets will reflect the costs associated with these services.

Consent Agenda Item #5.C. v

To: LYNX Board of Directors

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Tellis Chandler
(Technical Contact)
Louemma Cromity
(Technical Contact)
Kimberly Forbragd
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Award Contracts
Authorization to Piggyback off of the Miami-Dade County Contract
Number 9217-2/25 instead of the Houston-Galveston Area Council of
Governments Contract #HP08-17 for the deployment of a full scale exercise
security drill required by Federal Transit Administration for a not-to-
exceed amount of \$178,000

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Piggyback a contract for Emergency Management & Homeland Security Professional Services using the Miami-Dade County for a not-to-exceed amount of \$178,000. The contract term shall be through December 31, 2018.

BACKGROUND:

The Federal Transit Administration requires transit agencies to have an Emergency Operations and Response Plan that also includes coordination of local, regional, State, and Federal agencies security drills. The drills shall include specific activities as hazardous material, bomb threat, suspicious package/improvised explosive device (IED), active shooter, hostage situation, hijacking transit, weapons of mass destruction (WMD), and heightened threat/alert conditions displayed in a tabletop and full scale drill.

The Consultant will work with LYNX and our regional partners to execute a drill that will test our readiness, response capability, and coordination of events and efforts. This will include the mobilization of emergency personnel and community resources required to coordinate and respond to a crisis that involves LYNX and the community.

In addition, the Consultant will draft an After-Action Review and create a performance matrix building upon the exercise actions, discussions, findings, and observations. It will serve as an historical record of lessons learned and provide findings and recommendations for enhancements to policies, plans, and/or procedures.

At the December 7, 2017, Board Meeting, the Board Authorized staff to Piggyback the Houston-Galveston Area Council of Governments Contract #HP08-17 for All Hazards Preparedness, Planning, Consulting, and Recovery Services. Upon further review of this contract, it has been determined that the Miami-Dade County Florida contract meets FTA requirements and is a better fit for the services required for this security drill.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

Notice to offerors will be provided in accordance with all applicable Federal, State and local laws. LYNX will ensure that DBEs and Small Businesses are afforded full opportunity to submit offers and responses to this solicitation and to participate in any contract consummated pursuant to this advertisement. Additionally, no offeror will be discriminated against on the basis of age, sex, race, color, religion, national origin, ethnicity, or disability.

FISCAL IMPACT:

LYNX staff did not include budget for a Safety and Security Emergency Preparedness Plan in the FY2018 Adopted Operating Budget. Upon Board approval, the FY2018 project for \$145,000 will be funded by budget transfers and savings. The balance will be included in the FY2019 Operating Budget.

Consent Agenda Item #5.C. vi

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
James Fetzer
(Technical Contact)
Edward Flynn
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Award Contracts
Authorization to award a contract for the purchase, installation, and preventative maintenance of an automatic drive-through transit bus wash system to Westmatic Corporation in an amount not-to-exceed \$683,861; this cost includes the initial purchase and installation of \$595,960, extended warranty of \$47,901, and preventative maintenance for a five (5) year period of \$40,000

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' Authorization to award a contract for the purchase, installation, and preventative maintenance of an automatic drive-through transit bus wash system to Westmatic Corporation in an amount not-to-exceed \$683,861; this cost includes the initial purchase and installation of \$595,960, extended warranty of \$47,901, and preventative maintenance for a five (5) year period of \$40,000.

BACKGROUND:

On May 25, 2017, the Board of Directors authorized LYNX staff to release a Request for Proposal (RFP) for the purchase, installation, and preventative maintenance of an automatic drive-through transit bus wash system to ensure proper cleanliness of our transit fleet.

When LYNX's Operations Center (LOC) became operational in 2007, the existing bus wash was designed to accommodate a maximum fleet of 175 buses. Since that time, the bus fleet at LOC has grown to 313 buses. In addition to the 35' and 40' buses, LYNX has added 60' (articulated) buses to the fleet mix. These changes, coupled with the inadequate performance of this equipment, has led to the conclusion to replace the current bus wash system with a new, more efficient system that can accommodate the current configuration and future fleet needs.

The current bus wash does not offer the functionality with respect to spacing or automation that allows for the bus to be moved into the bus wash without driver input. This automation would ensure consistency in the cleaning and appearance of our fleet. The current system does not have the ability to adjust to the varying bus configurations which causes damage to the mirrors and bike racks. The current system does not adequately clean the rear of the buses, which requires service employees having to expend additional labor to complete the job. The lack of precision directly affects the outcome of the finished washed bus. Specifically, the current system has rear brushes that deploy slowly and the brushes do not adequately clean the buses as the vehicles pass through the wash system. Additionally, one of the two lanes of the bus wash is consistently inoperable. This prevents the maintenance team from washing the entire fleet on a daily basis. This results in a diminished fleet appearance. The current bus wash system was custom built to LYNX' needs and requires specific Original Equipment Manufacturer parts which results in additional costs for downtime when only one lane is operational.

According to industry research, the average useful life of this piece of equipment is between 6 – 10 years, depending on number of lanes and hours of service. LYNX's bus wash is approaching ten (10) years of service and is showing its age. The proposed bus wash system is programmable allowing us to accommodate any size bus in the fleet as well as any size bus that LYNX acquires in the future. The proposed system has high speed air blowers to assist in drying the vehicles. This combined with a water purification system greatly reduces water spotting. The new system incorporates high pressure wheel cleaning jets; a feature that we do not currently have on the existing system.

Five suppliers submitted proposals in response to the RFP requirements. Below are the suppliers who submitted a proposal:

- Interclean Corporation
- NS Corporation
- Ross and White Company
- Westmatic Corporation
- Whiting Systems

The Source Evaluation Committee (SEC) consisted of the following LYNX Staff:

- D'Hasheem Alkebulan
- James Fetzer
- Ed Flynn
- Elvis Dovaes
- Keith Tillet
- Steve Walczak

The proposals were evaluated by the SEC members on the following criteria:

- Qualifications of Firm and Staff (20 Points)
- Equipment, Warranty, Life Expectancy (35 Points)

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- Methodology/Approach (20 Points)
- Price (25 Points)

After publically noticing the SEC Shortlist Evaluation Meeting, the Committee met on February 19, 2018, to review and evaluate all proposals received, and to shortlist the most qualified suppliers. The shortlisted suppliers were invited for presentations and on-site explanation of installation and performance.

Upon careful review and evaluation, the Committee scored each Proposer using the Ordinal Ranking methodology. The Proposer with the lowest Ordinal Ranking is being recommended to the Board of Directors for award.

Westmatic Corporation received the lowest Ordinal Ranking.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE goal of 8% was assessed for this contract. Westmatic Corporation will subcontract for 11% DBE participation with K & M Electrics 1, Inc. to perform electrical work on the project.

FISCAL IMPACT:

LYNX staff included \$600,000 in the FY2018 Adopted Capital Budget for the initial purchase and 1st year preventative maintenance of a replacement bus wash at the LOC. Future years' operating budgets will include costs of warranty and future maintenance not covered under the initial capital purchase.

Consent Agenda Item #5.D. i

To: LYNX Board of Directors

From: Tellis Chandler
DEPUTY DIRECTOR OF SAFETY
Tellis Chandler
(Technical Contact)
Esther Mitchell
(Technical Contact)
Kimberly Forbragd
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Extension of Contracts
Authorization to increase the not-to-exceed amount for 2018 to contracts #14-C27 Zimmerman, Kiser & Sutcliffe and 14-C29 Hilyard, Bogan & Palmer for Tort Legal Services, and increase in the not-to-exceed amount of \$445,000 will be proportional based upon the services rendered between both firms; exercise option year two (2) for both contracts for services from July 25, 2018 through July 24, 2019, and increase the NTE in the amount by \$485,000

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the not-to-exceed (NTE) amount for 2018 to contracts #14-C27 Zimmerman, Kiser & Sutcliffe and 14-C29 Hilyard, Bogan & Palmer for Tort Legal Services. The increase in the NTE amount of \$445,000 will be proportional based upon the services rendered between both firms.

Staff is also asking for authorization to exercise option year two (2) for both contracts for services from July 25, 2018 through July 24, 2019, and increase the NTE in the amount by \$485,000.

The total request of \$930,000 will increase the contract NTE from \$1,495,000 to \$2,425,000.

BACKGROUND:

The Board approved the award of Contract's #14-C27 Zimmerman, Kiser & Sutcliffe and #14-C29 Hilyard, Bogan & Palmer for Tort Legal Services on July 24, 2014, with a NTE amount of \$700,000. The initial term of the contract was for three (3) years with two (2) one year options.

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LYNX has exercised the first (1) one year option, for services from July 25, 2017 through July 24, 2018. The Contract awards with both firms allows LYNX to have timely legal representation for litigated matters related to commercial general liability claims.

Due to the increase in services, staff requested Board approval to increase the NTE on July 28, 2016 in the amount of \$350,000 and on May 25, 2017 Board approved to increase the NTE to \$445,000.

FISCAL IMPACT:

LYNX staff included \$445,000 for Legal Fees – General Liability in the FY18 Adopted Operating Budget. The FY2018 Operating Budget will be amended to pay for General Liability Legal Fees in excess of the budget.

Consent Agenda Item #5.D. ii

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
James Fetzer
(Technical Contact)
Edward Flynn
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Extension of Contracts
Authorization to Exercise the First Option Year of Contracts 15-C10 (A) with Lynch Oil Company for the Bulk Delivery of Diesel Exhaust Fluid (DEF) and 15-C10 (B) with Seaboard Distribution, Inc. for Anti-freeze and Anti-freeze Drums

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of the contracts with Lynch Oil Company for the purchase of Diesel Exhaust Fluid (DEF) and with Seaboard Distribution, Inc. for Anti-freeze and Anti-freeze Drums.

BACKGROUND:

The fluids requested under these contracts are anti-freeze/engine coolant and Diesel Exhaust Fluid (DEF). These fluids are required to maintain the buses in a serviceable and working condition, and ensure we are in compliance with federally mandated emission standards.

The Board provided authorization to release an Invitation for Bid (IFB) for the delivery of Bulk fluids on January 28, 2015. On May 13, 2015 the Board approved contract awards to bidders Lynch Oil Company for Diesel Exhaust Fluid (DEF) and Seaboard Distribution Inc. for Anti-freeze and Anti-Freeze Drums.

These contracts expire May 12, 2018.

FISCAL IMPACT:

LYNX staff included \$367,400 in the FY2018 Adopted Operating Budget for bulk purchases of all bus fluids within Oil & Lubricants.

Consent Agenda Item #5.E. i

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
William Hearndon
(Technical Contact)
Nanette Stephens
(Technical Contact)
Benjamin Gonzalez
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Amend Contract #12-C02 with MV Transportation, Inc.,
to add \$124,962 to the not-to-exceed contract dollar amount

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or his designee to amend Contract #12-C02 with MV Transportation, Inc., for Paratransit Services adding \$124,962 to the "Not to Exceed" dollar amount.

BACKGROUND:

In 2011, LYNX executed Contract #12-C02 with MV Transportation, Inc. to provide Paratransit Services as a result of a competitive procurement process. Contract expiration occurred on November 30, 2017, with a "Not to Exceed" amount of \$21,194,061.

Increased ridership levels in the months of October and November 2017 resulted in increased service hours by the provider. The service hours for October 2017 were 50,618 and for November 2017 were 48,968. By comparison, the service hours in September 2017 were 39,532. This, along with the approved contract rate increases resulted in final costs that exceeded the prior approved amounts. Staff reviewed the contractor's submitted invoices, and following final approvals, the contracted "Not to Exceed" amount has a shortfall of 124,962. The services provided are federally mandated to include Americans with Disabilities Act (ADA) and State Transportation Disadvantaged (TD) services for eligible customers who cannot access LYNX' fixed route bus services.

FISCAL IMPACT:

LYNX staff included \$17,544,999 in the FY2018 Adopted Operating Budget to pay for ACCESS LYNX expenses related to all ADA and Transportation Disadvantaged services. Upon Board approval, any ADA or TD operating expenses in excess of the FY2018 Operating Budget will require a budget amendment.

Consent Agenda Item #5.E. ii

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
William Hearndon
(Technical Contact)
Benjamin Gonzalez
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Purchase Ninety (90) Mobile Data Terminals to be placed in Paratransit Vehicles for an amount not-to-exceed \$248,167

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase ninety (90) Trapeze Ranger mobile data terminals.

BACKGROUND:

LYNX' paratransit fleet is equipped with Trapeze Ranger mobile data terminals (MDTs). The MDTs allow the electronic transmission of data between the scheduling and dispatch software and the vehicle operator. The vehicle operator receives their manifest (customer pick up and drop off details) and canned messages through the MDTs and the MDTs transmit vehicle location, time, and mileage data back into the database.

The twenty-five (25) Braun EnterVans (wheelchair accessible mini-vans) authorized for purchase at the September 2017 Board of Directors' meeting and the twenty-five (25) Braun EnterVans requested at the March 2018 Board of Directors' meeting will need to be equipped with MDTs. The paratransit vehicles that these vehicles will be replacing are equipped with mobile data terminals, however those units are eleven years old, have a five year useful life, frequently fail, require costly repairs with local operating funds, they use older less reliable cellular technology and they have brittle wiring harness that fracture when removed which are no longer available for replacement. The new MDT units offer newer technology and use current, more reliable cellular technology.

In addition, there are currently thirty (30) paratransit vehicles operating without LYNX supplied MDTs and there is a need for ten (10) spare units to allow for units to be returned to the manufacture for repair.

Trapeze has quoted \$2,750 per unit (\$247,500 total), plus \$667 for shipping; for a total cost of \$248,167.

FISCAL IMPACT:

LYNX staff did not include programmed budget for this mobile data terminal (MDT) initiative within the FY2018 Adopted Capital Budget. Upon Board approval, the FY2018 Capital Budget will be amended to reflect this change.

Consent Agenda Item #5.E. iii

To: LYNX Board of Directors

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
Edward Flynn
(Technical Contact)
Ricky Gonzalez
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Extend Agreement with Florida Department of
Transportation (FDOT) for the Road Ranger Program to Include I-95 from
Brevard to Volusia County

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend the agreement with Florida Department of Transportation (FDOT) for the expansion of the Road Ranger Program to include I-95 from southern Brevard County north along Interstate 95 through Volusia County. FDOT will fund the expansion and satellite facility to serve the proposed expanded service area.

BACKGROUND:

On May 18, 1998, LYNX and FDOT initiated the Highway Helper Program. The partnership with FDOT began with two technicians assisting stranded motorists, free of charge, on forty miles of the busiest sections of I-4, during weekday rush hour traffic. The goal was to provide a service to assist stranded motorists and minimize instances where roadside breakdowns and accidents distract and slow down traffic. The trucks are specifically equipped to make minor vehicle repairs and the technicians are trained to assist with non-injury accidents and other emergency services. They also communicate with law enforcement and emergency services to ensure a quick response to traffic incidents, which occur on the most congested corridor of the region. As the Central Florida Regional Transportation Authority, it is LYNX' responsibility to enhance the movement of people and goods throughout Central Florida by reducing congestion on the area's roadways through a full array of transportation services.

The patrol limits of the LYNX Road Ranger program area was modified in February 2015 to exclude the Ultimate I-4 project (I-4 from SR 528 to Lake Mary Boulevard). This modification also removed the right for LYNX to sell sponsorship space on the Road Ranger vehicles

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effective July 1, 2015. At the September 11, 2015 Board meeting, the Board of Directors approved the modification of Contract #BDV03 with FDOT for the Road Ranger Assistance Program. The contract modification for the Road Ranger Program now consists of 16 Road Rangers, 1 Supervisor and 13 service vehicles. The patrol coverage area encompasses 48 miles of I-4 beginning at the Champions Gate – Exit 58, Polk County line, to exit 72, Beeline Expressway and then from Lake Mary, Exit 98 to Exit 132, I-95 Daytona Beach area in Volusia County. The Road Ranger Service operates Sunday through Thursday from 6:00 a.m. to midnight, and Friday and Saturday from 6:00 a.m. – 3:30 a.m.

FISCAL IMPACT:

LYNX staff included \$1,377,752 in the FY2018 Adopted Operating Budget for existing Road Ranger program expenses. Road Ranger expenses are paid by the FDOT, therefore any FY2018 expenses attributed to the Road Ranger expansion on I-95 will be reimbursed. Upon Board approval, LYNX will include the forecasted start-up, capital, and operating costs in future years' budgets.

Consent Agenda Item #5.E. iv

To: LYNX Board of Directors

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization to Auction Surplus Equipment

Date: 3/22/2018

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 items as identified on the following detailed lists.

BACKGROUND:

It is LYNX' policy to hold a bi-annual auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for April 2018. The following surplus items require authorization for retirement and disposal at the public auction:

Computer Equipment:

Surplus and Obsolete computer equipment, including, desktop computers and monitors with a total net book value of \$0.

Furniture, Fixtures and Equipment:

Surplus and obsolete furniture, fixtures, equipment, and shop equipment with a total net book value of \$0.

Van Pool Vans and Support Vehicles:

One (1) E350 Van with a total net book value of \$0.

Revenue Vehicles and Components:

Six (6) revenue paratransit vehicles with a total net book value of \$0.

Category Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$104,014	\$ 0
Furniture and Fixtures	345,516	0
Other Vehicles	27,000	0
Revenue Vehicles	430,808	0
GRAND TOTAL	\$907,338	\$ 0

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 this sale may be due to the Federal Transit Administration (FTA) in FY2018.

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value 2/28/18	Due To FTA
15230	10463	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15231	10465	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15233	10468	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15234	10469	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15235	10470	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15236	10471	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15237	10472	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15239	10474	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15242	10478	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15243	10479	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15247	10483	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15250	10486	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15252	10488	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15253	10489	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15254	10490	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15255	10491	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15256	10492	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15257	10493	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15258	10494	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15259	10495	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15260	10496	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15261	10497	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15262	10498	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15264	10500	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15267	10503	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15270	10506	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15271	10507	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15277	10513	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
15278	10514	10/4/2012	CE	Dell Computer 990	5	1,140	0	0
14635	10461	9/18/2012	CE	Dell 990 Computer	5	1,140	0	0
14636	10462	9/18/2012	CE	Dell 990 Computer	5	1,140	0	0
14639	10475	9/18/2012	CE	Dell 990 Computer	5	1,140	0	0
13851	9883	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,298	0	0
13854	9886	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,298	0	0
13857	9889	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,298	0	0
13861	9935	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,235	0	0
13863	9923	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,235	0	0
13865	9925	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,235	0	0
13867	9927	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,235	0	0
13868	9928	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,235	0	0
13869	9929	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,235	0	0
13871	9931	8/31/2011	CE	Dell 990 Optiplex Computer	5	1,235	0	0
12956	9097	3/16/2009	CE	Dell Server	5	9,190	0	0
11421	7710	6/30/2007	CE	Core Switch, GBIC Modules	5	40,790	0	0
8183	3958	7/15/2004	CE	Dictaphone IOMEGA A305M	5	1,665	0	0

LYNX Board Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value 2/28/18	Due To FTA
8184	3959	7/15/2004	CE	Dictaphone IOMEGA A305M	5	1,665	0	0
8185	3960	7/15/2004	CE	Dictaphone IOMEGA A305M	5	1,665	0	0
				Subtotal CE		\$104,014		0
13283	9245	2/1/2010	FE	Bio Diesel Hand Held Analyzer	5	4,513	0	0
13016	9168	5/7/2009	FE	Zimek Machine #3	5	41,413	0	0
13014	9166	5/7/2009	FE	Zimek Machine #1	7	41,413	0	0
13015	9167	5/7/2009	FE	Zimek Machine #2	5	41,413	0	0
12368	8448	2/28/2008	FE	Deck Light for Ford Escape Hybrid	5	357	0	0
12369	8449	2/28/2008	FE	Deck Light for Ford Escape Hybrid	5	357	0	0
12370	8450	2/28/2008	FE	Deck Light for Ford Escape Hybrid	5	357	0	0
11428	7718	6/30/2007	FE	A/C Unit, Mini Split Heat Pump	5	2,434	0	0
11198	070104E	9/30/2006	FE	L&V Maintenance Shop & Material Control	5	61,694	0	0
11199	070104F	9/30/2006	FE	L&V Upgrade, St.Street & Princeton Training Room	5	29,499	0	0
9980	7289	5/31/2006	FE	Mobile Lift System, Sterlin-Koni 1072	5	6,250	0	0
9981	7290	5/31/2006	FE	Mobile Lift System, Sterlin-Koni 1072	5	6,250	0	0
9982	7291	5/31/2006	FE	Mobile Lift System, Sterlin-Koni 1072	5	6,250	0	0
9983	7292	5/31/2006	FE	Mobile Lift System, Sterlin-Koni 1072	5	6,250	0	0
9986	7295	5/31/2006	FE	Mobile Lift System, Sterlin-Koni 1072	5	6,250	0	0
9987	7296	5/31/2006	FE	Mobile Lift System, Sterlin-Koni 1072	5	6,250	0	0
9960	7012	3/31/2006	FE	Tire Changer TCX500E	5	4,100	0	0
9190	4991	7/20/2005	FE	MOBILE LIFT SYSTEM, STERIL KONI 1072	5	6,250	0	0
9192	4993	7/20/2005	FE	MOBILE LIFT SYSTEM, STERIL-KONI 1072	5	6,250	0	0
9194	4995	7/20/2005	FE	MOBILE LIFT SYSTEM, STERIL-KONI 1072	5	6,250	0	0
9195	4996	7/20/2005	FE	MOBILE LIFT SYSTE, STERIL-KONI 1072	5	6,250	0	0
8931	4721	2/4/2005	FE	Litter Vacuum	5	30,174	0	0
9093	4874	11/30/2004	FE	Gate Controllor ExecLot NuTechSecSys	5	12,450	0	0
4792	1169	11/30/1998	FE	REFRIGERATOR-RCA	5	519	0	0
4794	1207	11/30/1998	FE	REFRIGERATOR RCA	5	499	0	0
5511	1870	7/10/1997	FE	STOCK CART W/ 6 ADJUSTABLE TRAYS TRUCK	3	482	0	0
3682	1886	4/24/1997	FE	LINCOLN IDEALARC SP-255 WELDER	5	2,497	0	0
2802	95233LHF5476	10/23/1995	FE	TABLE, CONFERENCE, MAHOG	5	8,850	0	0
				Subtotal FE		\$345,516		0
12551	28241	1/31/2008	OV	Ford Econoline Van	4	27,000	0	0
				Subtotal OV		\$27,000		0
13900	NC-5457	9/20/2011	RV	Turtle Top Odyssey Bus Paratransit	5	73,033	0	0
13755	NC-5382	4/30/2011	RV	Turtle Top Odyssey Bus Paratransit	5	72,575	0	0
13762	NC-5393	4/30/2011	RV	Turtle Top Odyssey Bus Paratransit	5	72,575	0	0
13350	NC-5201	3/4/2010	RV	Turtle Top Odyssey Bus Paratransit	5	70,875	0	0
13358	NC-5189	3/4/2010	RV	Turtle Top Odyssey Bus Paratransit	5	70,875	0	0
13359	NC-5211	3/4/2010	RV	Turtle Top Odyssey Bus Paratransit	5	70,875	0	0
				Subtotal RV		\$430,808		0
				GRAND TOTAL		\$907,338		0

Consent Agenda Item #5.E. v

To: LYNX Board of Directors

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization to Dispose of Items Accumulated Through the Lost and Found Process

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, discard, donate, recycle or sell at public auction, surplus Lost and Found items such as: wallets, handbags, books, phones, backpacks, etc.

BACKGROUND:

LYNX makes a reasonable attempt to find the rightful owner of any lost or abandoned property patrons leaves on its buses and or facilities. If the articles are unclaimed after a 90 day holding period, the articles become property of LYNX per Chapter 705, Florida Statutes (1996).

It is LYNX' policy to hold a bi-annual auction to dispose of Board approved surplus assets. Prior to being auctioned, all electronic devices and cell phones are deleted or erased of personal data by the Auctioneer per contract. Electronic devices and cell phones which cannot be deleted or erased are recycled and shredded by the auctioneer in accordance to all local, state and federal regulations at no cost to LYNX.

See below for a summary of the Lost and Found Articles. A detailed listing of the items being auctioned is available upon request.

FISCAL IMPACT:

The net proceeds from this sale will be included in LYNX' FY2018 non-operating revenue.

**Lost and Found Articles
Items to Donate or Auction**

Article Description	Count of Article
Apron	14
Baby Stroller	1
Backpack	117
Bag	185
Bible	13
Bike	193
Books	52
Cane	23
Card	78
Case	13
CD, DVD, Tape	5
Cellphone	407
Clothing	35
Container	1
Cooler	2
Electronic Device	112
Envelope	9
Folder/Binder	26
Footwear	35
Glasses	250
Gloves	7
Hat	95
I.D.	189
Jacket/Hoodie	84
Jewelry	30
Luggage	1
Lunch Bag	60
Other (See Description)	139
Planner	1

LYNX Board Agenda

Purse	24
Sweater/Sweatshirt	20
Thermos/Mug	29
Tools	4
Toy	14
Umbrella	187
Watch	15
Total	2,470

Items to Discard or Recycle

Article Description	Count of Article
Check/Checkbook	2
Keys	202
Mail	6
Medication	38
Passport	2
Wallet	172
Total	422

Consent Agenda Item #5.E. vi

To: LYNX Board of Directors

From: Albert Francis
CHIEF FINANCIAL OFFICER
Albert Francis
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)
Kimberly Forbragd
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization to Write Off Assets Pursuant to the June 30, 2017 Physical Inventory Count and Reconciliation

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to write-off tangible fixed assets pursuant to the June 30, 2017 physical inventory count and reconciliation with a net book value in the amount of \$0. These assets include buildings and shelters, computer equipment, furniture and fixtures, and revenue vehicles determined to be obsolete, no longer useful, broken and beyond repair, and other items.

BACKGROUND

In accordance with Federal Transit Administration (FTA) Circular 5010.1D Chapter II, 3.e., LYNX performs a physical inventory of its equipment and reconciles the results to the financial records at least once every two years. As instructed by the LYNX Board, LYNX performs an annual physical inventory at the end of each fiscal year. According to current financial records, the following is the description, acquisition value, and net book value of the assets requested to be written off:

Fixed Assets	Acquisition Value	Net Book Value
Building and Shelters	\$7,920	0
Computer Equipment	\$54,824	0
Furniture and Fixtures	\$49,783	0
Revenue Vehicles	\$83,957	0
Total	\$196,482	0

The results of the June 30, 2017 physical inventory count are summarized in the table above. An itemized list is included below.

FISCAL IMPACT

The fiscal impact is zero. The net book value of the assets written-off and the amount due to FTA are also zero (\$0).

LYNX ASSETS FY2017 Physical Inventory Recommended Disposals

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book 2/28/18	Due to FTA
13381	9358A	5/24/2010	BS	Shady Lane Park N Ride Bike Locker	5	\$3,960	0	0
13385	9358B	5/24/2010	BS	Chulota Park N Ride Bike Locker	5	\$3,960	0	0
				Subtotal Building and Shelters		\$7,920	0	0
15365	10640	12/31/2012	CE	Iron Port Web Spam Filter Bundle 300 Users	5	\$34,552	0	0
15366	10641	12/31/2012	CE	Botnet Traffic Filter License 6 Units	5	\$5,585	0	0
13751	9650	4/29/2011	CE	MS Office Professional 10 Licenses 2010 Version	5	\$4,426	0	0
13671	9570	1/15/2011	CE	Microsoft Office Professional 2010 10 License	5	\$3,522	0	0
14604	10447	8/22/2012	CE	4 600 GB SCSI Hard Drives for SQL 10 Server	5	\$1,667	0	0
13743	9644	3/16/2011	CE	Visual Studio 2010	5	\$1,419	0	0
13818	9862	7/14/2011	CE	Adobe Creative Suite 5.5	5	\$921	0	0
13286	9330	2/22/2010	CE	Adobe Photoshop	5	\$692	0	0
9879	6972	10/31/2005	CE	Printer, HP LaserJet 2550L	5	\$549	0	0
11307	7670	11/30/2006	CE	Software, Adobe Illustrator	5	\$490	0	0
13884	9943	8/31/2011	CE	Adobe Design Premium 5.5	5	\$399	0	0
7438	3839	8/7/2003	CE	USB Harddrive Maxtor Firewire	5	\$300	0	0
7439	3840	8/7/2003	CE	USB Harddrive Maxtor Firewire	5	\$300	0	0
				Subtotal Computer Equipment		\$54,824	0	0
6626	3335	6/5/2002	FE	FAREBOX-ODYSSEY	9	\$9,999	0	0
14365	9992	11/1/2011	FE	Customer Service Rep Head Sets & Phone (17)	5	\$9,115	0	0
13284	9246	2/1/2010	FE	Bio Diesel Hand Held Analyzer	5	\$4,513	0	0
11538	7779	7/31/2007	FE	Reach Capability 192" Extension	5	\$3,709	0	0
12871	9123	1/19/2009	FE	Lynx Central Station - Bus Terminal - Benches, Trash Recepticals	5	\$3,345	0	0
3901	97316PTF5244	8/21/1997	FE	CHAIRS, 32 STACKABLE, BURGUNDY	5	\$2,704	0	0
5000	1713	6/16/1999	FE	COMPUTER-LATITUDE CPIA300ST	5	\$2,392	0	0
2830	95233LHE5454	11/24/1995	FE	BINDING MACHINE, GBC	5	\$2,116	0	0

LYNX Board Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book 2/28/18	Due to FTA
12866	9114	12/1/2008	FE	Brown Leather Sofa	5	\$1,300	0	0
6426	3127	4/18/2002	FE	RGB Amplifier (Data Distribution)	5	\$1,179	0	0
778	92073STG2169	4/23/1992	FE	HI VOLUME OIL METERS, FOR ATF, SWIVEL	2	\$986	0	0
3898	97316PTF5202	8/21/1997	FE	CHAIR, 19 STACK, POLYSSHELL, BURG.	5	\$836	0	0
4097	1020	1/29/1998	FE	CHAIR, SIDE, OAK/CONFETTI	5	\$667	0	0
7209	3653	10/24/2002	FE	Chair - Freedom w/ Headrest	5	\$628	0	0
6895	3577	9/19/2002	FE	CHAIR, EXEC.	5	\$593	0	0
4793	1170	11/30/1998	FE	MICROWAVE OVEN- BLACK LITTON	5	\$499	0	0
8405	4018	11/26/2004	FE	Printer-Thermal Currency Sorter	5	\$462	0	0
9884	7038	11/30/2005	FE	Software Cardscan Office w/ 5 User Licences	5	\$432	0	0
8107	3893	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
8108	3894	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
8109	3895	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
8110	3896	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
8111	3897	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
8112	3898	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
8113	3899	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
8114	3900	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
8115	3901	12/31/2003	FE	Siren / Radio Package	5	\$409	0	0
4565	2392	9/30/1998	FE	CHAIR	5	\$317	0	0
6832	3521	8/22/2002	FE	Chair - Mid Back	5	\$311	0	0
				Subtotal Furniture and Fixtures		\$49,783		0
13399	9313	2/5/2006	RV	Gillig SEA Announcer/Oper control units-Spares for VIN 112353	5	\$28,945	0	0
11099	579A	9/30/2006	RV	Engine, Gillig Bus	5	\$21,800	0	0
9635	554B	9/30/2005	RV	Transmission-Gillig Phantom 40ft	5	\$16,059	0	0
14532	708F	1/22/2009	RV	Hybrid Cooling system on bus 708	5	\$10,000	0	0
11100	579B	9/30/2006	RV	Transmission, Gillig Bus	5	\$7,153	0	0
				Subtotal Revenue Vehicles		\$83,957		0
				Grand Totals		\$196,482		

Consent Agenda Item #5.E. vii

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Belinda Balleras
(Technical Contact)
William Hearndon
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Miscellaneous**
Authorization to Transfer Three Retired Paratransit Vehicles to the
Academy of Ability in Lieu of Awarding 5310 Grant Funding

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer three (3) retired paratransit vehicles to the Academy of Ability, a private non-profit school serving medically fragile special needs students.

BACKGROUND:

LYNX recently ordered 50 replacement paratransit vehicles which are due for deliveries this month. Included in the retirements are Turtle Tops with over 250,000 miles in paratransit operations. These vehicles will be part of the annual disposal via auction or in some cases, put back to low- mileage utilization as part of our coordinated services initiatives.

The Academy of Ability, a private non-profit agency serving medically challenged paratransit eligible students, applied for three (3) vehicles through LYNX' 5310 grant program. In lieu of funding those, staff has identified three retired paratransit vehicles for utilization by the agency. Through this effort, the Academy of Ability will provide the transportation services directly at their expense, rather than relying on LYNX' paratransit program.

The transfer of three turtle tops will not require Federal Transit Administration (FTA) approval as there is no federal share remaining on the vehicles and the fair market value of each is below \$5,000. These vehicles are being transferred "as is".

FISCAL IMPACT:

There is zero fiscal impact related to transferring these paratransit vehicles as they have exceeded their useful lives and have zero net book value (NBV).

Consent Agenda Item #5.E. viii

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Belinda Balleras
(Technical Contact)
William Hearndon
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Miscellaneous**
Authorization to Submit a Grant Application to the Commission for the Transportation Disadvantaged for a Mobility Enhancement Grant

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to submit a grant application to the Commission for the Transportation Disadvantaged (CTD) on March 30, 2018 for a Mobility Enhancement Grant (MEG) and authorization for the Chairman to execute Resolution #18-001 (attached hereto), authorizing the Chief Executive Officer (CEO) to undertake a transportation disadvantaged service project with the Commission for the Transportation Disadvantaged (CTD). If awarded, this authorization also includes the execution of a Memorandum of Agreement to be provided by the CTD.

BACKGROUND:

On March 1, 2018, the CTD issued a solicitation for Mobility Enhancement applications that are due on March 1, 2018. The FY 2019 CTD legislative request includes \$1.75 million of non-recurring funds to be competitively awarded by the CTD to Community Transportation Coordinators (CTC) to support projects that:

- 1) Enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, public services and recreation;
- 2) Assist in the development, improvement, and use of transportation systems in non-urbanized areas;
- 3) Promote the efficient coordination of services
- 4) Support inter-city bus transportation; or
- 5) Encourage private transportation provider participation

The funding program focuses on improving access to or creating new opportunities for mobility services. Proposed projects must begin providing services on or about July 1, 2018 through June 30, 2019. The grant funds are to be used for the specific purpose of passenger trips to eligible non-sponsored transportation disadvantaged individuals, or for equipment to be utilized in the designated service area.

In FY 18, the CTD awarded LYNX MEG funding for the continuation of a pilot TD voucher program for the period July 1, 2017 through June 30, 2018. This is currently implemented to support the mobility management initiative. This FY19 funding request supports the continuation of taxi voucher and utilization of transportation network companies, within the 3 counties, including work related and other non-medical TD eligible trips. MEG funding request will be for a full year TD voucher program, approximately \$450,000 utilizing taxis or other on-demand providers.

The MEG program provides 90% CTD funding and requires a 10% local cash match generated from local sources:

CTD MEG Funding (90%):	\$450,000
Local Share (10%):	<u>50,000</u>
Total Project Amount:	\$500,000

Board Resolution #18-001 is attached.

FISCAL IMPACT:

Upon confirmation of award and securing the local match; LYNX staff will include the Commission for the Transportation Disadvantaged (CTD) grant in a future fiscal year's operating budget.

AUTHORIZING RESOLUTION
CFRTA RESOLUTION No. 18-001

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION
AUTHORITY, AUTHORIZING THE FILING OF A MOBILITY ENHANCEMENT GRANT
APPLICATION WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION
DISADVANTAGED**

A RESOLUTION of the GOVERNING BOARD of the Central Florida Regional Transportation Authority, d/b/a LYNX, hereinafter BOARD, hereby authorizes the filing of a Mobility Enhancement Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes Edward L. Johnson, Chief Executive Officer, or designee, to file and execute the application on behalf of the Central Florida Regional Transportation Authority, d/b/a LYNX with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is Edward L. Johnson, Chief Executive Officer.
4. The BOARD authorizes Edward L. Johnson, Chief Executive Officer, or designee, to sign any and all agreements or contracts which are required in connection with the application.
5. The BOARD authorizes Edward L. Johnson, Chief Executive Officer, or designee, to sign any and all assurances, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

**CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION #18-001
AUTHORIZING THE FILING OF THE MOBILITY ENHANCEMENT GRANT
APPLICATION WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION
DISADVANTAGED:**

APPROVED AND ADOPTED this day of 22nd day of March, 2018 by the Governing Board of Directors of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

Consent Agenda Item #5.E. ix

To: LYNX Oversight Committee

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
William Hearndon
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Issue Purchase Orders not to exceed an aggregate total of \$3,351,825 to Alliance Bus Group for the Purchase of Twenty-five (25) Paratransit Replacement Vehicles and Florida Transportation Systems for Twenty-five (25) Paratransit Replacement Vehicles

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue the below Purchase Orders:

- ☺ In the amount of \$1,253,050 to Florida Transportation Systems for twenty-five (25) paratransit replacement vehicles.
- ☺ In the amount of \$2,098,775 to Alliance Bus Group for twenty-five (25) paratransit replacement vehicles.

BACKGROUND:

LYNX owns and provides to our paratransit contractor all of the required fleet used to provide ACCESS LYNX and NeighborLink services. In prior paratransit contracts, the contractor(s) provided the fleet and passed the capital, tax, and financing costs on to LYNX, which LYNX then paid through local operating dollars. By LYNX providing the fleet, we are able to use Federal capital grant funds to purchase the needed vehicles and, thereby, reduce the expense of our funding partners.

In the past four years, LYNX has only provided the contractor with six (6) replacement vehicle. The current ACCESS LYNX and NeighborLink fleets have greatly exceeded their useful life in both age and mileage.

LYNX Board Agenda

In September 2017, the LYNX Board of Directors authorized the purchase of 25 wheelchair accessible minivans and 25 body-on-chassis paratransit buses. These 50 vehicles will be delivered in March and April 2018.

Because of the extended period of time where vehicles were not being replaced and the extremely high ages and mileages of the vehicles, additional vehicle are needed to meet contractual obligations of the contract that began December 1, 2017.

Staff is proposing a mixed vehicle fleet to include wheelchair accessible minivans and body-on-chassis paratransit buses.

Wheelchair Accessible Minivans

The requested twenty-five (25) wheelchair accessible minivans will be purchased through the Florida Department of Transportation's Transit Research Inspection Procurement Services (TRIPS) program.

Through a competitive selection process, TRIPS awarded a Florida Department of Transportation vehicle procurement contract (#TRIPS-13-MV-FTS) for "ADA Compliant Lowered Floor Minivan" to Florida Transportation Systems, a Tampa based dealer of Braun manufactured vehicles. Florida Transportation Systems and Braun meet all pre- and post-award requirements of the Federal Transit Administration (FTA). Additionally, Braun is a manufacturer on the FTA's approved "Transit Vehicle Manufacturer" list (which ensures Disadvantaged Business Enterprise participation).



The proposed procurement will be for twenty-five (25) Braun "Entervan" models (pictured), to be built on Dodge Grand Caravan SXT chassis with two varying seating capacities on each vehicle (excluding the driver) of:

- 5 ambulatory and 0 wheelchair customers; or
- 1 ambulatory and 1 wheelchair customers.

The cost on a per-vehicle basis is as follows:

Dodge Grand Caravan SXT, 17' Length, 3.6L, V6, Gas	\$47,747
Two Person Foldaway Seat	875
Electrically Powered Wheelchair Ramp	<u>1,500</u>
Total	\$50,122

Body-on-Chassis Paratransit Buses

The requested twenty-five (25) body-on-chassis paratransit buses will be purchased through the Florida Department of Transportation's Transit Research Inspection Procurement Services (TRIPS) program.

Through a competitive selection process, TRIPS awarded a Florida Department of Transportation vehicle

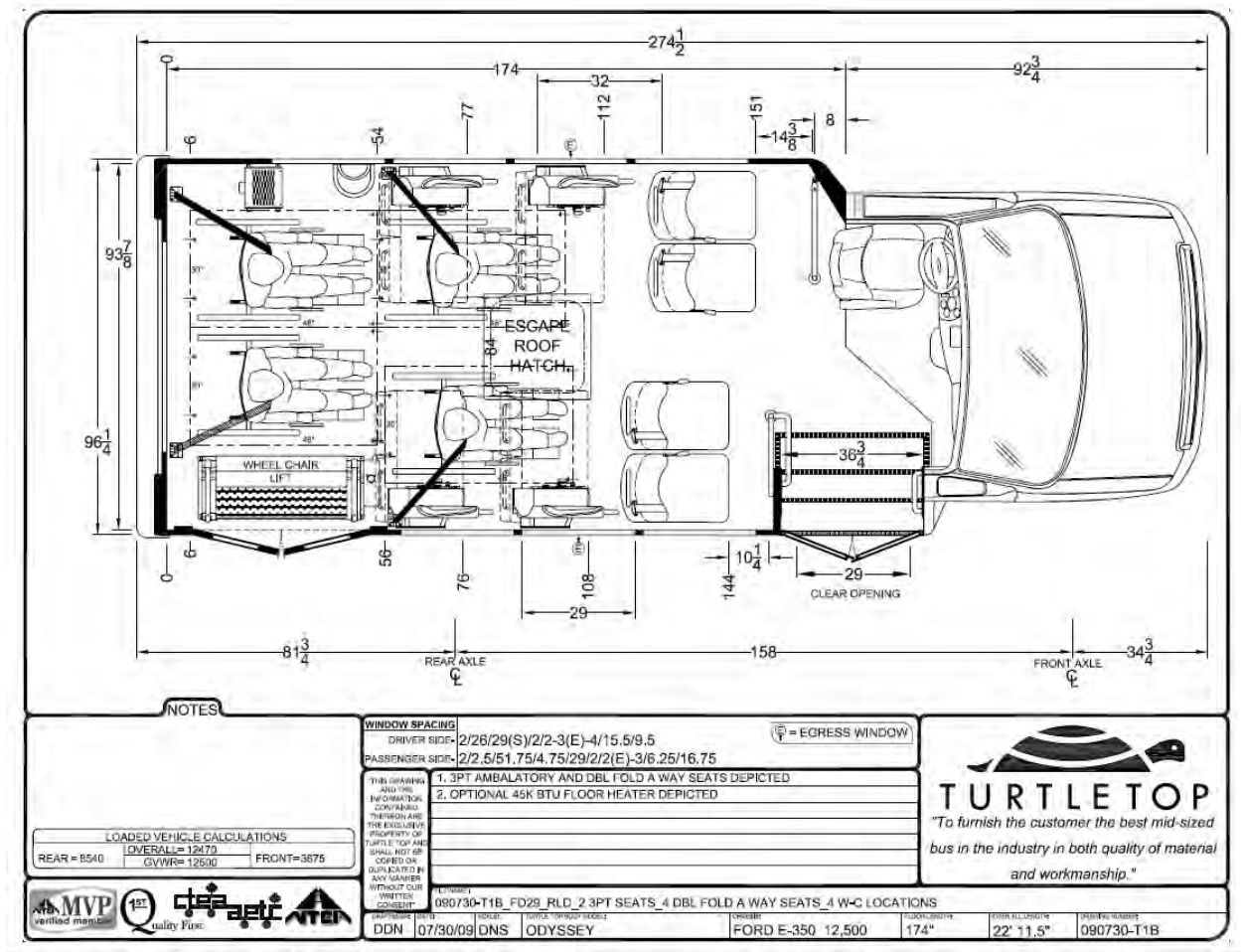


procurement contract (#TRIPS-17-CA-ABG) for “Cutaway Type Vehicles” to Alliance Bus Group, a local Orlando dealer of Turtle Top manufactured vehicles. Alliance Bus Group and Turtle Top meet all pre- and post-award requirements of the Federal Transit Administration (FTA).

Additionally, Turtle Top is a manufacturer on the FTA's approved “Transit Vehicle Manufacturer” list (which ensures Disadvantaged Business Enterprise participation).

The proposed procurement will be for twenty-five (25) Turtle Top “Odyssey” models (pictured), to be built on Ford chassis with three varying seating capacities on each vehicle (excluding the driver) of:

- 12 ambulatory and 2 wheelchair customers; or
- 8 ambulatory and 3 wheelchair customers; or
- 4 ambulatory and 4 wheelchair customers.



This varying capacity ability will allow for maximizing vehicle usage in scheduling and will thereby allow vehicles to operate at a higher productivity level, which will ultimately allow for additional cost savings to LYNX.

The cost on a per-vehicle basis is as follows:

Ford E450, 22'10" Length, 6.8L Gas	\$71,031
Standard Seats	1,180
Foldaway Seats	2,760
Q'Straint QRTMAX Systems	2,300
Freedman TDSS Tie Down System	440
Ricon Model S Titanium 1,000lb Lift	610
Romeo Rim HELP Rear Bumper	645
Trapeze Ranger In Vehicle Computer	4,985
Total	\$83,951

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX' DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with the requirements of the regulations by having an established annual overall percentage goal approved by FTA. DBE requirement is monitored by the Federal Transit Administration (FTA).

FISCAL IMPACT:

LYNX staff included \$4,349,618 in the FY2018 Adopted Capital Budget for the purchase of paratransit vehicles. The FY2018 paratransit capital budget consists of \$3,376,850. Much of the \$3.376m was previously committed to purchase 25 Braun Vans and 25 Turtle-Top Vehicles at the September 2017 meeting. Presently, the uncommitted paratransit vehicle budget is \$972,768. Upon Board approval, the FY18 Amended Capital Budget will be amended accordingly.

FY18 Paratransit Vehicle Summary		
Description	Quantity	FY2018 Adopted Capital Budget
Paratransit Vehicles - Carryover	19	1,697,558
Paratransit Vehicles - Carryover	6	495,768
Paratransit 5310 Sub-Recipient - Carryover	6	477,000
Paratransit Vehicles (FY18)	25	1,679,292
Total	56	4,349,618

FY18 Paratransit Encumbrance Summary		
Description	Vehicle Quantity	FY2018 Adopted Capital Budget
FY18 Capital Allocated for ParaTransit Vehicles	56	4,349,618
Braun Vans (Approved at Sept. 2017 Meeting)	25	1,292,050
Turtle Tops (Approved at Sept. 2017 Meeting)	25	2,084,800
Remaining Budget	6	972,768

Consent Agenda Item #5.E. x

To: LYNX Board of Directors

From: **Thomas Stringer Jr**
CHIEF OPERATIONS OFFICER
William Hearndon
(Technical Contact)
Belinda Balleras
(Technical Contact)
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Issue Purchase Orders not to exceed \$880,000 for Vehicles to be Leased to 5310 Sub-Recipient Awards

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue the below Purchase Orders for vehicles to be leased to 5310 sub-recipients through LYNX' VanPool program:

- 🐾 In an amount less than \$40,000 to a vendor on the Florida Department of Management Services State Contract for one (1) 10-passenger van.
- 🐾 In an amount less than \$40,000 to a vendor on the Florida Department of Management Services State Contract for one (1) 15-passenger van.
- 🐾 In the amount of approximately \$800,000 for ten (10) body-on-chassis paratransit buses or ADA compliant lowered floor minivans.

BACKGROUND:

LYNX is the agency designated to administer the FTA's Section 5310 funding program in the urbanized areas of Orlando and Kissimmee. As the designated recipient, LYNX has the responsibility to develop the program of projects, including soliciting projects from non-profit organizations and other eligible entities under Section 5310 to serve seniors and individuals with disabilities. The Section 5310 program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent

populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

LYNX received Board authorization on February 1, 2018, to provide Section 5310 sub-recipient funding to six non-profit agencies. Sub-recipients will provide the 50% local match under the Section 5310 grant program for operating projects. The previously approved non-profit agencies include:

- Seniors First
- Primrose Center
- BrightStart Pediatrics
- Meals on Wheels
- The Opportunity Center
- Osceola Council on Aging

The requested vehicles will be leased to those sub-recipients through LYNX' VanPool program.

10- and 15-Passenger Vans

The requested one (1) 10-passenger van and one (1) 15-passenger van will be at an expense of less than \$40,000 each or less than \$80,000 for the requested two (2) passenger vans. These passenger vans will be purchased through the Florida Department of Management Services State Contract.

Body-on-Chassis Paratransit Buses

The requested ten (10) body-on-chassis paratransit buses or ADA compliant lowered floor minivans will be purchased through the Florida Department of Transportation's Transit Research Inspection Procurement Services (TRIPS) program.

Through a competitive selection process, TRIPS awarded a Florida Department of Transportation vehicle procurement contract for multiple accessible vehicle types to multiple Florida dealerships. All vendors meet all pre- and post-award requirements of the Federal Transit Administration (FTA).

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX' DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with the requirements of the regulations by having an established annual overall percentage goal approved by FTA. DBE requirement is monitored by the Federal Transit Administration (FTA).

FISCAL IMPACT:

LYNX staff included \$477,000 in the FY2018 Adopted Capital Budget for section 5310 sub-recipient capital related expenses. The FY2018 Capital Budget will be amended to account for any future 5310 programmed funds needed to purchase these vehicles.

Consent Agenda Item #5.E. xi

To: LYNX Board of Directors

From: Tellis Chandler
DEPUTY DIRECTOR OF SAFETY
Tellis Chandler
(Technical Contact)
Esther Mitchell
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Miscellaneous
Authorization to enter into the Second and Third year contract with Arthur J. Gallagher Risk Management Services, Inc., our Broker, for property insurance; annual property premiums are \$93,940 for an aggregate not-to-exceed amount for the two year period of \$187,880

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into the Second and Third year contract with Arthur J. Gallagher Risk Management Services, Inc., our Broker, for property insurance. The annual property premiums are \$93,940 for a Total Not To Exceed amount for the two year period of \$187,880.

BACKGROUND:

At the Board of Director's meeting on March 23, 2017, the Board of Director's authorized the Chief Executive Officer (CEO) to negotiate and bind coverage and premiums for its Property Insurance Program. This was executed for one year, beginning April 1, 2017 through April 1, 2018. The Property Policy was contracted for a three year period, which expires April 1, 2020.

Property Insurance is first party insurance that protects LYNX for its loss or the loss of its income producing ability, when the loss or damage is caused by a covered peril such as fire or windstorm.

FISCAL IMPACT:

LYNX staff included \$532,385 in the FY2018 Adopted Operating Budget for the annual Property Insurance Program renewal.

Annual Property Insurance Renewal	FY18 Operating Budget
PGIT Crime Policy	1,293
General Liability	34,752
Public Officer, EPL	92,711
Auto Physical Damage	242,420
Fiduciary Liability Policy	5,171
Road Ranger Policy	48,168
Environmental Liability	13,930
Property Portfolio Protection	93,940
Total	532,385

Consent Agenda Item #5.E. xii

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Miscellaneous
Authorization to Issue a Purchase Order to nMomentum in the Amount of \$73,200 to provide support for LYNX's Mobile Fare Payment Program over a period of twelve (12) months

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Purchase Order in the amount of \$73,200 to nMomentum for support of the Mobile Fare Payment System (MFPS) Program which is covered in the adopted Mobile Ticketing Project budget amount of \$1,940,865.

BACKGROUND:

The Mobile Fare Payment System (MFPS) requires the services of a qualified consultant experienced in mobile fare payment technologies and implementation processes. Authorization of this Purchase Order in the amount of \$73,200 to support the completion of Phase 2 and Phase 3 of the MFPS. Phase 2 completes the implementation of on-board electronic validators on fixed route and access LYNX, including system testing and acceptance and completes implementation of consolidated data warehousing and reporting. Phase 3 includes implementation of capability to include regional transfers with bus-to-rail and rail-to-bus functionality. Staff with nMomentum will provide technical assistance in the continued development and implementation of the MFPS with regional partners; processing of regional transfers from bus-to-rail and rail-to-bus; provision of a regional financial clearinghouse; and provide input and support of the development of inter-local agreements.

On January 28, 2016 the LYNX Board of Directors authorized the issuance of a Purchase Order in the amount of \$271,920 to Tribridge Holdings, LLC to provide the services of their Certified DBE partner nMomentum for the support of the development of the MFPS Program. The initial Purchase Order was to provide support for a twelve (12) month period. As a result of the work performed under this Purchase Order, on July 28, 2016 the LYNX Board of Directors authorized the release of a Request for Proposal (RFP) for Mobile Ticketing.

Authorization from the LYNX Board of Directors was received on May 25, 2017 for the issuance of a Purchase Order in the amount of \$67,200 to nMomentum for the continued support of the MFPS Program. The scope of services included project consulting services, evaluation assistance and project management activities related to piloting the MFPS.

On July 27, 2017 the LYNX Board of Directors authorized negotiations and the award of contract to Americaneagle.com for implementation of the MFPS. Authorization was also received on the same date for the issuance of a Purchase Order in the amount of \$59,400 to nMomentum for the Phase 1 development and deployment of the MFPS. The scope of services for Phase 1 included project consulting services and project management activities related to full implementation of the Fixed Route and Access LYNX payments including bus-to-bus transfers (Visual Validation).

On September 28, 2017, the LYNX Board of Directors authorized issuance of a Purchase Order in the amount of \$73,200 to nMomentum for the Phase 2 development and deployment of the MFPS. The scope of services for Phase 2 included project consulting services and project management activities for the procurement, installation, and implementation of on-board electronic validators on all fixed route, NeighborLink and Access LYNX revenue service vehicles, including establishing mobile data communications from vehicles to the back office. Authorization of this work order includes two additional months to complete the complex work of finalizing the Phase 2 deployment in addition to working on the upcoming Phase 3 integration.

FISCAL IMPACT:

LYNX staff included \$1,940,865 in the FY2018 Adopted Capital Budget for Mobile Ticketing of which \$132,600 is obligated.

Consent Agenda Item #5.E. xiii

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Tomika Monterville
(Technical Contact)
BRUCE DETWEILER
(Technical Contact)
Douglas Robinson
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Miscellaneous
Authorization to renew the existing service agreement for a period of six (6) months and a not-to-exceed amount of \$37,220 with the University of Central Florida (UCF) Office of Student Involvement (OSI) for KnightLYNX late evening and weekend bus service

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to renew the existing service agreement with the University of Central Florida (UCF) Office of Student Involvement (OSI) in a not-to-exceed amount of \$37,220 for late evening and weekend bus service, known as KnightLYNX. The agreement is fully funded by UCF and is for a period from January 1, 2018, through June 30, 2018.

BACKGROUND:

In January 2011, the LYNX Board authorized a partnership with UCF to initiate two routes providing late evening service on Friday and Saturday nights in the UCF area. This service was initiated as a result of a community need for safe transportation. An agreement between LYNX and the UCF Student Government Association (SGA) was forged to provide safe and reliable transportation for the UCF community and nearby residential and commercial/entertainment complexes during the late evening weekend hours south and west of the UCF main campus.

That new service, known currently as the KnightLYNX Blue Line and the KnightLYNX Green Line, was embraced by the UCF community and soon after the initial KnightLYNX service began, the UCF SGA requested expanded service. In response to that request, the KnightLYNX Red Line was established in February 2013 to provide a safe, reliable and consistent transportation alternative between the UCF community and the Downtown Orlando

LYNX Board Agenda

entertainment districts. In October 2016, UCF SGA requested changes to KnightLYNX service in the form of a reduction of service on the KnightLYNX Blue and Green Lines. In December 2016, another change was requested which resulted in the elimination of the KnightLYNX Green Line and a change in the Downtown Orlando routing of the KnightLYNX Red Line.

Current service includes two fixed routes:

1. UCF KnightLYNX Blue Line (Link 210) is a clockwise running circulator serving the UCF Arena, UCF Recreation & Wellness Center, Waterford Lakes Town Center, and other points of interest south of campus. The service runs on Friday and Saturday evenings from 6:00 p.m. to 12:10 a.m.
2. UCF KnightLYNX Red Line (Link 212) is a fixed route operating between the UCF area and Downtown Orlando, utilizing SR 408. The service runs Friday and Saturday evenings from 9:15 p.m. to 3:25 a.m.

For purposes of administrative continuity, the UCF Office of Student Involvement (OSI) has replaced the SGA as the entity providing programmatic guidance for the KnightLYNX service. LYNX is continuously working with OSI to provide outstanding transit service to the UCF community. As UCF continues to grow and expand its education and research mission in Central Florida, LYNX will work with the University to meet their evolving mobility needs.

UCF's OSI has expressed its intent to renew its contract with LYNX for all two existing routes until June 30, 2018.

FISCAL IMPACT:

LYNX staff included funding in the FY2018 Adopted Operating Budget for UCF Contract Service. The cost to operate the KnightLYNX service will be entirely financed by UCF Student Government Association and the Office of Student Involvement. The Adopted FY2018 Budget may be amended to contain any additional contract costs which exceed the budget.

BUS SERVICE AGREEMENT

by and between

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX (LYNX)

and

**UNIVERSITY OF CENTRAL FLORIDA,
acting on behalf of its OFFICE OF STUDENT INVOLVEMENT
(the Client)**

Relating to providing bus service to the
University of Central Florida Campus and its environs

January 1, 2018

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(The Table of Contents to this Bus Service Agreement is for convenience of reference only and is not intended to define, expand or limit any of the terms and conditions of this Bus Service Agreement.)

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Schedule of Exhibits

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Exhibit "B" – Description of Bus Service

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Exhibit "D" – Annual Service Costs

BUS SERVICE AGREEMENT

THIS BUS SERVICE AGREEMENT (the “**Agreement**”) made and entered as of this 1st day of January, 2018, by and between:

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX (hereinafter referred to as “**LYNX**”), a body politic and corporate, created by Part II, Chapter 343, Florida Statutes, whose address is 455 North Garland Avenue, Orlando, Florida 32801

and

UNIVERSITY OF CENTRAL FLORIDA, acting on behalf of its OFFICE OF STUDENT INVOLVEMENT (hereinafter referred to as the “**Client**”), a body politic, created by Title XLVIII, Chapter 1004, Florida Statutes, having an address of 4000 Central Florida Parkway, Student Union Building Room 214, Orlando Florida, 32816.

The Client and LYNX shall sometimes each be referred to as a “**Party**” and collectively as the “**Parties**”.

WITNESSETH:

WHEREAS, LYNX provides public transportation in the Central Florida area including, but not limited to, dedicated bus service for the benefit of and use by the public; and

WHEREAS, the Client is made up of a diverse group of student leaders who pride themselves in creating the best learning and social environment for all students at the University of Central Florida, and are interested in providing safe transport to those they represent, in Orlando, Orange County, Florida, which is generally described in **Exhibit “A”** attached hereto (the “**Service Area**”); and

WHEREAS, the Client and its constituents desire and have a need for public transportation service in certain portions of the Service Area in order to facilitate transportation for students, faculty and other persons seeking transport to and from residences and other points of interest located in the Service Area; and

WHEREAS, the Parties desire that LYNX shall provide Bus Service in the Service Area to provide additional public bus transportation, and LYNX is prepared to do so pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual premises herein contained, the Parties hereto do hereby agree as follows:

1. **DEFINITIONS**. For purposes of this Agreement, the following definitions shall apply, unless the context requires otherwise or another definition is expressly provided in this Agreement:

<u>Agreement</u>	shall mean this Bus Service Agreement, as the same may be amended from time to time.
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<u>Bus Service</u>	shall mean the bus service to be provided by LYNX in and to the Service Area as set forth in this Agreement and on <u>Exhibit “B”</u> attached hereto. The Bus Service therefore not only includes service actually in the Service Area, but other service outside and which runs to the Service Area.
<u>FDOT</u>	shall mean the Florida Department of Transportation.
<u>Fees</u>	shall mean the fees to be paid to LYNX by the Client for providing the Bus Service as set forth and described in Paragraph 5 below.
<u>FTA</u>	shall mean the Federal Transit Administration.
<u>Hourly Cost</u>	shall mean LYNX hourly cost (see exhibit “D”, page 18) to provide Bus Service. The Hourly Cost is inclusive of fuel and administration costs and may be offset by Matching Contributions, when applicable.
<u>Matching Contributions</u>	shall mean any matching grants, if any, that LYNX may obtain from time to time based upon the KnightLYNX program.
<u>Service Area</u>	Shall mean the area indicated in Exhibit “A” attached hereto.
<u>Service Schedule</u>	shall mean the frequency, times and stops for the Bus Service to be provided by LYNX, as set forth and described on <u>Exhibit “C”</u> attached hereto.

2. **PROVIDING OF BUS SERVICE.** Pursuant to the terms and conditions of this Agreement, LYNX agrees to provide the Bus Service in and to the Service Area.

(a) In providing Bus Service, LYNX agrees to the following:

- (1) LYNX shall check for current UCF student identification and allow all UCF students to ride free of charge. All other passengers will be required to pay a fare as per LYNX Fare Policy approved by the LYNX Board of Directors on December 4, 2013.
- (2) LYNX shall track and provide ridership to the Client on a monthly basis.
- (3) LYNX shall provide KnightLYNX signage at KnightLYNX bus stops.

(b) In regard to providing said Bus Service, the obligation of LYNX is subject to the following:

- (1) Federal, state and local regulations applicable to LYNX including, but not limited to, the rules and regulations promulgated from time to time by FDOT and/or FTA as applicable to LYNX.

- (2) All conditions beyond the reasonable control of LYNX including, but not limited to, Acts of God, hurricanes, matters of public safety, etc.
- (3) The times set forth in this Agreement and other matters regarding the providing of Bus Service are not guarantees; they are projected times for stops and starts and are subject to best efforts by LYNX, including matters associated with traffic, accidents, etc.

3. **TERM.** This Agreement shall be effective as of January 1, 2018 (the “**Commencement Date**”) and shall continue for monthly periods (each, a “**Period**”) until June 30, 2018, or termination by either Party, whichever comes first. Either Party may cause this Agreement to terminate by providing ninety (90) days written notice to the other Party. Notice shall serve to terminate the Agreement as of the start of the next full Period beginning after the ninety (90) day notice period. Notwithstanding the above provision regarding the Term of this Agreement, the obligation of LYNX to provide the Bus Service will be contingent upon timely receiving payment of the Monthly Cost of Bus Service (as hereinafter defined) as set forth in paragraph 5 below.

4. **SCHEDULE OF BUS SERVICE.** Attached hereto as **Exhibit “C”** is a Service Schedule showing the proposed times, stops and service for the Bus Service. This Service Schedule is subject to all of the provisions of this Agreement. This schedule is not a guarantee but rather reflects the anticipated times, stops, and service. During the term of this Agreement, LYNX, after discussion with the Client, may adjust the Service Schedule to better accommodate the overall Bus Service to be provided under this Agreement. Thus, for example, if a particular bus stop provides a safety hazard, then LYNX, in cooperation with the Client, could move that bus stop to a safer location. For this agreement the Schedule of Bus Service is based on Fiscal Years. Link 210 “Blue Line and Link 212 “Red Line” will operate the same service schedule for the term of this agreement.

5. **PAYMENT FOR BUS SERVICE.** The Bus Service to be provided by LYNX pursuant to this Agreement is in consideration of the Client paying to LYNX a monthly fee (the “**Monthly Cost of Bus Service**”), which is determined, for any given month, by multiplying the number of actual total hours of Bus Service provided for that month by the Hourly Cost and subtracting any applicable Matching Contributions. In that regard, the Parties do hereby agree as follows:

(a) Within thirty (30) days after the end of each and every month, LYNX shall provide to the Client an invoice reflecting the Monthly Cost of Bus Service for said month, as well as an accounting in reasonable detail sufficient to show how the Monthly Cost of Bus Service was calculated. The Client shall remit a payment in the amount of the Monthly Cost of Bus Service for said month, as reflected on the invoice, to LYNX within thirty (30) days after the receipt of such invoice.

(b) For the purpose of invoicing the Client, invoices and related matters will be sent to the Client at the following address:

University of Central Florida Student Government Association
c/o Richard Phillips in the A&SF Business Office

4000 Central Florida Parkway, Student Union Building Room 215, Orlando
Florida, 32816.

(c) LYNX shall be entitled to any and all revenue generated by fares in connection with providing the Bus Service. LYNX shall, with each monthly invoice, provide documentation to Client regarding the amount of said revenue generated.

(d) Payment may be subsidized by Matching Contributions, as set forth in paragraph 7 below, but there is no guarantee by LYNX as to what Matching Contributions, if any, may be available for Bus Service.

(e) In any event, the obligation of LYNX to provide the Bus Service is expressly contingent upon it receiving and only to the extent it is paid the Monthly Cost of Bus Service as set forth above.

(f) **Exhibit “D”** attached hereto contains an initial estimate of the annual fee for Bus Service should Bus Service continue for a full 12-month period. The estimate of annual fee is calculated using monthly costs for service for the FY 2018 Service Schedule on Links 210 and 212 as outlined in **Exhibit “D.”** Notwithstanding the foregoing, the aforementioned estimate is for illustrative purposes only and will not impact the Monthly Cost of Bus Service in any way.

6. **SECURITY DEPOSIT.** No security deposit is required of Client under this Agreement.

7. **MATCHING CONTRIBUTIONS.** The parties anticipate that LYNX will seek from time to time matching grants based on the KnightLYNX program and LYNX will in good faith seek to obtain matching grants to do so. However, in applying for matching grants, LYNX may use its reasonable judgment as to the matching grants available for the overall LYNX operations; but to the extent LYNX obtains matching grants using the KnightLYNX program, then those matching grants will be used for the Bus Service and will deem to be the “Matching Contributions” as defined above. As such, Client’s payment for Bus Services will be adjusted accordingly. If either party receives a grant that allows for capital improvements (e.g., lighting and shelters at bus stops) to the KnightLYNX program, those improvements shall be mutually agreed upon in a separate writing.

8. **DEFAULT.** In the event either Party defaults under this Agreement, the non-defaulting Party, before declaring a default, shall give written notice to the defaulting Party, and the defaulting Party shall have thirty (30) days within which to cure said default. Notwithstanding the foregoing:

(a) In the event of nonpayment of any Fees, LYNX shall have the right to immediately terminate the Bus Service.

(b) In the case of LYNX, the sole remedy available to LYNX, in the event of a payment default under paragraph 5, is to terminate the Bus Service and recover any unpaid Fees for Bus Service provided but remaining unpaid for.

9. **ACCESS OVER PRIVATE PROPERTY.** The Parties understand that with respect to the Bus Service, most of the Bus Service provided in the Service Area is provided over open and unrestricted

roads only, and said roads will be deemed to be “public.” Other roads would be deemed to be “private” such as, for example, roads behind gates, etc., and these would be roads not owned and operated by any governmental unit. If, and to the extent, the Bus Route at any time extends over any private roads or property owned by the Client in the Service Area, the Client hereby grants a revocable non-exclusive license to LYNX over its property so that LYNX may provide the Bus Service pursuant to this Agreement. In addition, should the Bus Route extend over private property which is not owned by the Client, the Client will cooperate with LYNX in seeking authorization from those persons having an interest in such private property.

10. **ADVERTISING.** The Parties are aware and understand that LYNX undertakes an advertising program on its buses. From time to time, buses will be taken out of service for maintenance and repair and replacement, and future buses will also be used from time to time to provide the Bus Service. In addition, various rules (including FTA guidelines) provide for random assignment of buses. With this background:

(a) LYNX will be entitled to place on the buses which it uses to provide the Bus Service, advertising from time to time. Should the Client desire to place KnightLYNX and/or UCF SGA advertising during the Bus Service, Client will provide said advertising, to be placed on the buses by LYNX personnel.

(b) LYNX, in collaboration with the Client, shall have the right in its reasonable discretion to decide what buses and the type of the buses that will be used to provide the Bus Service. The Client requests, whenever possible, to utilize the gold-painted 29’ buses.

(c) All KnightLYNX advertising and marketing materials, including signage, produced by LYNX shall be approved by Client prior to printing and distribution.

The foregoing assignments and other matters regarding the buses in the Bus Service will be subject in all respects to all applicable laws including FTA and FDOT requirements. Any advertising revenue obtained from LYNX in connection with the Bus Service will be the sole property of LYNX.

11. **INDEMNIFICATION.** To the extent permitted under Florida law, the Client shall indemnify and save LYNX completely harmless in respect of liability and of damages, costs and expenses in connection with any damage or injury whatsoever to persons or property arising out of the use, management, operation, occupation, ownership, maintenance or control of the Bus Route and arising out of the negligence of the Client, or any of its Members, or any of their employees or agents.

12. **BOND.** The Client shall not be required to furnish LYNX with any bond or other collateral conditioned for the faithful performance of the duties and due accounting for all monies received by the Client under this Agreement.

13. **NON-ASSIGNABILITY.** This Agreement is not assignable by either Party without the prior written consent of the other Party.

14. **RELATIONSHIP OF PARTIES.** The Parties are aware and agree that the relationship between LYNX and the Client under this Agreement shall be that of an independent contractor and not an agent.

15. **NO THIRD PARTY BENEFICIARY.** This Agreement is solely between the Parties hereto and no person or persons not a Party hereto shall have any rights or privileges whatsoever either as a third party beneficiary or otherwise.

16. **NOTICE.** Any notice permitted to be given to either Party under this Agreement shall be in writing and shall be deemed to be given (i) in the case of delivery, when delivered to the other party as set forth in this Agreement, (ii) in the case of mailing, three (3) days after said notice has been deposited, postage pre-paid, in the United States mail and sent by certified or return receipt requested to the other Party at the address set forth in the preamble to this Agreement and (iii) in all other cases when such notice is actually received by the Party to whom it has been sent. Notices shall be sent to the following:

As to LYNX:	Bert Francis, Chief Financial Officer 455 North Garland Avenue Orlando, Florida 32801
with a copy to:	Edward Johnson, Chief Executive Officer 455 North Garland Avenue Orlando, Florida 32801
As to the Client	University of Central Florida Student Government Assoc. 4000 Central Florida Blvd Student Union Bldg. room 215 Orlando, Florida 32816 Attn: Richard Phillips, A&SF Business Office Telephone: (407) 823-5548 Telecopy: (407) 823-6356
with a copy to:	W. Scott Cole Office of the General Counsel 4000 Central Florida Blvd Millican Hall, Suite 360 Orlando, FL 32816-0015 Telephone: (407) 823-2482 Telecopy: (407) 823-6155

Either Party may change the address to which any notices are to be given by so notifying the other Party to this Agreement as provided in this paragraph.

17. **COSTS AND ATTORNEY'S FEES.** In the event a dispute arises between the Parties hereto in regard to this Agreement and suit is brought, the prevailing party in such suit shall be entitled to recover from the non-prevailing party its reasonable costs and attorney's fees (and paralegal's fees), including its reasonable costs and attorney's fees (and paralegal's fees) in any appellate action involving such suit.

18. **GOVERNING LAW.** This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. The Parties further agree that the exclusive venue and jurisdiction over any action arising under this Agreement shall be in the courts of Orange County, Florida. Each party expressly waives any right to a jury trial.

19. **MISCELLANEOUS.**

(a) **Sovereign Immunity.** The Parties are aware and understand that each Party is a governmental body created by the Florida Legislature, and, as such, is entitled to the benefit of sovereign immunity under the laws of the State of Florida. Nothing contained in this Agreement, the relationship between the Parties hereto, the providing of the Bus Service, or otherwise shall in any way whatsoever constitute any waiver by either Party of its rights to invoke sovereign immunity as a governmental entity. The Parties acknowledge that under the principles of sovereign immunity, each Party is liable for its tortious acts only up to the amounts of \$200,000/\$300,000 as specifically provided for in Section 768.28, Florida Statutes, or such other amount as may be specified in the future through any modification of said statute by the legislature.

(b) **Force Majeure.** The rights, obligations and duties of the Parties hereunder shall be subject to any causes beyond their reasonable control including, but not limited to, Acts of God, hurricanes, storms, and, in the case of LYNX, government regulations and directives applicable to it. However, nothing shall relieve the obligation of the Client to timely make the payment of the Monthly Cost of Bus Service as set forth herein.

(c) **Time of Essence.** The Parties recognize that time is of the essence in the performance of the provisions of this Agreement, however, in regard to the providing of Bus Service, that is subject to the qualifications set forth in this Agreement.

(d) **Legal Obligations.** This Agreement shall not relieve any Party of any obligation or responsibility imposed upon it by law.

(e) **No Waiver.** No term or provision of this Agreement shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the Party or Parties claimed to have waived or consented. Waiver of any default of this Agreement shall not be deemed a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach. Waiver of such default and waiver of such breach shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval of both Parties.

(f) **No Restrictions as to Other Service.** Nothing contained in this Agreement shall restrict LYNX in any way whatsoever as to any other service which it may provide in the Service Area, whether adding or dropping service.

(g) **Benefits of Service.** The Fee to be paid by the Client to LYNX is net, and shall not be reduced based upon any other funding or benefits that LYNX may be receiving including, but not limited to, any funding that LYNX receives from the FTA as a part of its overall ridership total or any collection of bus fares.

(h) **No Oral Modification.** The Parties agree that this Agreement is a complete expression of the terms herein and any oral or written representations or understandings not incorporated herein are excluded.

(i) **Severability.** If any of the provisions of this Agreement are held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. To that end, the provisions of this Agreement are declared to be severable.

(j) **Counterparts.** This Agreement may be executed in two (2) or more counterparts, each of which will be deemed an original, and it will not be necessary in making proof of this Agreement or the terms of this Agreement, to produce or account for more than one (1) of such counterparts.

(k) **Adjustment of Bus Routes.** The Parties are aware and understand that with respect to any adjustment or modification of Bus Service, LYNX will be required to follow State and Federal guidelines relating to adjustments and modification of Bus Service. This will generally require a minimum of one hundred twenty (120) days in order to provide various required public notices. If modifications to routing are mutually agreed upon in writing by the Parties, said modifications shall not be subject to the timing terms of this paragraph and may be implemented by such written agreement.

(l) **Capital Requirements (i.e., Buses).** LYNX has generally planned for adequate buses to provide the Bus Service. If, at any time, LYNX experiences a material shortfall or lack of buses to provide the Bus Service, LYNX will immediately discuss with the Client such situation and how it is to be resolved. The matter will also be brought to the attention of the Board of Directors of LYNX and the Parties will seek to arrive at a solution to provide such additional bus capacity. In doing so, the Parties are aware that any solution would not necessarily involve LYNX moving buses from its other routes. LYNX, through its Board of Directors, will have in its reasonable discretion the ability to deal with such situation.

(m) **Default/Notice/Procedure to Resolve Disputes.** The Parties understand and are aware that this Agreement is between two entities who mutually desire for the beneficial providing of the Bus Service under this Agreement and wish to avoid any default or misunderstandings. Thus, in the event one Party hereto believes that the other Party is in default under this Agreement, the other Party through a senior representative shall contact a senior representative of the other Party in an effort to discuss and resolve any alleged default or nonperformance. Failing such resolution, said Party will then be required to give actual written notice to the other party of said alleged default before said Party may exercise any of the rights available to it under this Agreement. With this background, the Client is aware and specifically understands that the scope and quantity of the Bus Service being made available by LYNX is based upon LYNX timely receiving the Fees from the Client. Thus, for example, if the Client should fail to pay the requisite Fees, LYNX could seek to enforce that payment but, at its option, could also reduce in its discretion the Bus Service specifically within the Service Area.

20. **COMPLETE AGREEMENT**. This Agreement constitutes the complete agreement between the Parties hereto with respect to the management and distribution of the Bus Services contemplated herein and it may not be amended, changed or modified except by a writing signed by the Party to be charged by said amendment, change or modification.

[Signatures Begin on Following Page]

IN WITNESS WHEREOF, the Parties have hereunto executed this Bus Service Agreement the day and year first above written.

**UNIVERSITY OF CENTRAL FLORIDA,
acting on behalf of its STUDENT
GOVERNMENT ASSOCIATION**

By: _____
Dr. Sharon Ekern, Associate Vice-President

Dated: _____

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: _____
Edward Johnson, Chief Executive Officer

Dated: _____

EXHIBIT "A"

KnightLYNX Routes – Service Area

K N I G H T
LYNX

FRI. & SAT. NIGHTS
6PM TO 3:25 AM

BLUE LINE (KNIGHTLYNX 210)

- 1 Knights Plaza (UCF Arena)
- 2 UCF Recreation & Wellness Center
- 3 The Marquee
- 4 The Verge Apts.
- 5 Campus Crossings (Alafaya)
- 6 Pointe at Central Apts.
- 7 The Enclave Apts./Waterford Landing
- 8 Alafaya Village Shopping Center/Colonial Dr.
- 9 Waterford Lakes Town Center (by Pizza Hut)
- 10 Waterford Lakes Town Center (by LA Fitness)
- 11 Waterford Lakes Town Center (by Old Navy)
- 12 Waterford Lakes Pkwy./Woodbury Rd.
- 13 Alafaya Commons (Alafaya Trl. Stop)
- 14 Windmill Point Apts.
- 15 University Place
- 16 Science Dr. (Knight's Landing)
- 17 Boardwalk at Alafaya Trl.
- 18 Mendel Dr.
- 19 University Blvd.
- 20 Gemini Drive North (Sigma Chi)
- 21 Lake Claire/Greek Park Dr.

Blue Line service starts at 6 p.m. at the UCF Arena and departs every 40 minutes until 9 p.m., at which time it departs every 15 minutes. The final bus leaves UCF Arena at 11:45 p.m.

RED LINE (KNIGHTLYNX 212)

- 1 Knights Plaza (UCF Arena)
- 2 UCF Recreation & Wellness Center
- 3 The Marquee
- 4 The Verge Apts.
- 5 Campus Crossings (Alafaya)
- 6 Pointe at Central Apts.
- 7 The Enclave Apts./Waterford Landing
- 8 Alafaya Village Shopping Center/Colonial Dr.
- 9 South St./Bumby Ave.
- 10 South St./Summerlin Ave.
- 11 Magnolia Ave./Church St. (NB & SB)
- 12 Magnolia Ave./Central Blvd. (NB & SB)
- 13 Magnolia Ave./Washington St. (NB & SB)
- 14 Magnolia Ave./Jefferson St. (NB & SB)
- 15 Livingston St./Magnolia Ave. (EB & WB)
- 16 Livingston St./Orange Ave. (EB & WB)
- 17 LYNX Central Station (Bay R)
- 18 Anderson St./Summerlin Ave.
- 19 Anderson St./Bumby Ave.
- 20 Alafaya Commons (Alafaya Trl. Stop)
- 21 Windmill Point Apts.
- 22 University Place
- 23 Science Dr. (Knight's Landing)
- 24 Boardwalk at Alafaya Trl.
- 25 Mendel Dr.
- 26 University Blvd.
- 27 Gemini Drive North (Sigma Chi)
- 28 Lake Claire/Greek Park Dr.

Red Line service starts at 9:15 p.m. at the UCF Arena and departs every 75 minutes until 11:45 p.m. Return trips begin at 10:42 p.m. The final run leaves Downtown at 2:42 a.m.



EXHIBIT “B”

Description of Bus Service

LYNX will provide late night bus service to the Client for the purpose of getting students, faculty and others to and from various residences and points of interest on the UCF campus and residences and points of interest along Alafaya Trail bordered by Gemini Blvd. and Waterford Lakes Pkwy, Colonial Drive bordered by Alafaya Trail and Woodbury Rd., Woodbury Rd bordered by Colonial Drive and Waterford Lakes Pkwy, and Waterford Lakes Pkwy. bordered by Woodbury Rd. and Alafaya Trail, as well as to downtown Orlando.

To serve the Client, LYNX will operate two distinct and separate routes hereby called KnightLYNX. Stops will be made as indicated on the Service map in addition to client-approved existing LYNX bus stops. The descriptions of these routes are as follows:

KnightLYNX 210 will originate and terminate at the UCF Arena and operate as fixed route with service to Waterford Lakes Town Center via Alafaya Tr, Colonial Dr, Woodbury Rd and Waterford Lakes Pkwy.

KnightLYNX 212 will originate and terminate at the UCF Arena and operate as fixed route with service to Central Blvd. and Garland Ave. in Orlando via Alafaya Tr, State Route 408, South Street, Central Blvd. and Anderson Street.

EXHIBIT “C”

Schedule of Service Times and Stops

KnightLYNX will operate on Friday and Saturday nights from 6:00 PM to 3:25 AM. The KnightLYNX schedule will coincide with University of Central Florida student semesters and will not operate during times when school is not in session. The exact dates of operation for KnightLYNX will be determined by the Client at least four (4) weeks prior to the start of the upcoming semester and may be altered with at least three (3) weeks' notice.

[**NOTE:** These times are not guarantees; they are projected times for stops and starts and are subject to best efforts by LYNX, including matters associated with traffic, accidents, etc.]

Exhibit C – Schedule of Service Times and Stops con’t

Route 210 Schedule (FY-18)

Pull Out	UCF Arena	UCF Recreation Center	Alafaya Trl. & Colonial Dr.	Alafaya Trl. & Waterford Lakes Pkwy	UCF Arena	Pull In
5:25 PM	6:00 PM	6:02	6:09	6:12	6:30 PM	
	6:40 PM	6:42	6:49	6:52	7:10 PM	
	7:20 PM	7:22	7:29	7:32	7:50 PM	
	8:00 PM	8:02	8:09	8:12	8:30 PM	
	8:40 PM	8:42	8:49	8:52	9:10 PM	
8:25 PM	9:00 PM	9:02	9:08	9:11	9:25 PM	
	9:15 PM	9:17	9:23	9:26	9:40 PM	
	9:30 PM	9:32	9:38	9:41	9:55 PM	
	9:45 PM	9:47	9:53	9:56	10:10 PM	
	10:00 PM	10:02	10:08	10:11	10:25 PM	
	10:15 PM	10:17	10:23	10:26	10:40 PM	
	10:30 PM	10:32	10:38	10:41	10:55 PM	
	10:45 PM	10:47	11:53	10:56	11:10 PM	
	11:00 PM	11:02	11:08	11:11	11:25 PM	
	11:15 PM	11:17	11:23	11:26	11:40 PM	
	11:30 PM	11:32	11:38	11:41	11:55 PM	12:30 AM
	11:45 PM	11:47	11:53	11:56 PM	12:10 AM	12:45 AM

Exhibit C Schedule of Service Times and Stops con't
Route 212 Schedule (FY-18)

Pull Out	UCF Arena	Colonial Drive & Alafaya Trl.	South St. & Bumby Ave.	Central Blvd. & Garland Ave.	Pull In
8:40 PM	9:15PM	9:30	9:42	9:57 PM	
	10:30 PM	10:45	10:57	11:12 PM	
	11:45 PM	12:00 AM	12:12	12:27 AM	12:42 AM

Pull Out	Central Blvd. & Garland Ave.	South St. & Bumby Ave.	Colonial Drive & Alafaya Trl.	UCF Arena	Pull In
10:27 PM	10:42 PM	10:58	11:10	11:25 PM	
	11:57 PM	12:13	12:25	12:40 AM	
	1:12 AM	1:28	1:40	1:55 AM	
	2:42 AM	2:58	3:10	3:25 AM	4:00 AM

Exhibit D
Annual and Monthly Service Costs (FY-18)

KnightLYNX 210/Blue Line		
Fiscal Year 2018		
Friday		
	Total Hours	11.42
	Total Miles	247.19
	Peak Buses	2.00
Saturday		
	Total Hours	11.42
	Total Miles	247.19
	Peak Buses	2.00
Annual		
	Total Hours	296.92
	Total Miles	6,426.94
	Operating Cost	\$20,241.04

KnightLYNX 212/Red Line		
Fiscal Year 2018		
Friday		
	Total Hours	9.58
	Total Miles	161.92
	Peak Buses	1.00
Saturday		
	Total Hours	9.58
	Total Miles	161.92
	Peak Buses	1.00
Annual		
	Total Hours	249.08
	Total Miles	4,209.92
	Operating Cost	\$16,979.78

Exhibit D

Annual and Monthly Service Costs (FY-18)

<u>Operating Month</u>	<u>Operating Days</u>	<u>Monthly cost</u>
January 2018	6 days	8,589.42
February 2018	8 days	11,452.56
March 2018	6 days	8,589.42
April 2018	6 days	8,589.42
May 2018	0 days	-
June 2018	0 days	-
		<u>\$37,220.82</u>

Total Annual Costs

Annual Hours

546.00

Hourly Rate

\$68.17 January 1, 2018 through
September 30, 2018

Total Cost

\$37,220.82

KNIGHTLYNX OPERATING DAYS

January 1, 2018 thru June 30, 2018

January:	6 days	12, 13, 19, 20, 26 and 27
February:	8 days	2, 3, 9, 10, 16, 17, 23, and 24
March:	6 days	2, 3, 23, 24, 30 and 31
April:	6 days	6, 7, 13, 14, 20 and 21
May:	0 days	No KnightLYNX Service
June:	0 days	No KnightLYNX Service
Total Days	26 days	

Action Agenda Item #6.A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6017

Item Name: Election of LYNX' Board of Directors Officers

Date: 3/22/2018

Mr. Pat Christiansen will lead the Board of Directors in the election of officers for Calendar Year 2018. The three officer positions include: Chair, Vice Chair and Secretary.

Action Agenda Item #6.B

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
BRUCE DETWEILER
(Technical Contact)
Antonio Pimpinella
(Technical Contact)
Walter Gant
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Authorization to Approve Proposed Service Changes Effective April 29, 2018

Date: 3/22/2018

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 29, 2018.

BACKGROUND:

On December 7, 2017 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 April 29, 2018. A total of three (3) public workshops/public hearings were held between March 13, 2018 and March 15, 2018. LYNX customers and the public were able to provide input on the service changes at the following workshops/public hearings:

Date/Time: Tuesday, March 13, 2018, 4-6 PM
Location: LYNX Central Station, Orlando, FL
Public Participation: N/A

Date/Time: Wednesday, March 14, 2018, 12:30-2:30 PM
Location: Altamonte Springs City Hall, Altamonte Springs, FL
Public Participation: N/A

Date/Time: Thursday, March 15, 2018, 10 AM – 12 PM
Location: Kissimmee City Hall, Kissimmee, FL
Public Participation: N/A

The public comment period for the proposed service changes ran from February 16, 2018 to March 18, 2018. 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 area, on www.golynx.com, and on LYNX's social media sites including Facebook and Twitter.

APRIL 29, 2018 SERVICE PROPOSAL:

ROUTE ELIMINATIONS

- **FastLink 406** – Downtown Orlando/Medical City (Orange County) – Eliminate service.

FISCAL IMPACT:

All proposed changes will be supported with funds included in the FY2018 Adopted Operating Budget or additional funding, if necessary, from FDOT and/or LYNX Local Funding Partners upon their approval of the proposed service changes.

Action Agenda Item #6.C

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Tiffany Homler
(Technical Contact)
Tomika Monterville
(Technical Contact)
Rose Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Board of Director ratification of the Chief Executive Officer (CEO) Spending of the Contingency funds for the LYNX Orlando Trail Gertrude Walk Project \$59,945 (65%), Ratification of the CEO's spending for various utility \$22,054 (25%) and permit fees, and to Increase the Total Contingency by \$20,000

Date: 3/22/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of the CEO's spending \$59,945 (65% of available contingency) for Contractor's expenses and \$22,054 (25% of available contingency) for Municipal fees and expenses for a total \$81,999 (90% of available contingency) of the \$91,900 total project contingency fees.

Additionally, LYNX requests an additional \$20,000 increase in total project spending. The additional \$20,000 contingency requested will exceed the original project approval of \$1,010,900 by \$10,100.

BACKGROUND:

On March 23, 2017, the Board of Director's approved Contract #17-C12 to Gomez Construction for the LYNX Orlando Trail Project in an amount NTE \$1,010,900, which included a ten percent contingency of \$91,900 of the contractor's bid of \$919,000.

The Contingency for this project is 10% of the contracted price of \$919,000 which equates to \$91,900. Due to various unforeseen site requirements, payment of permits and other fees, the requirement of Buy America Light Poles, and the need to keep the project on track, 90% of the Project Contingency has been expended.

Per Administrative Rule 4, once fifty percent (50%) of the Project Contingency has been utilized, only the Governing Board, may authorize use of the remaining fifty percent (50%) of the Project Contingency, unless the Chief Executive Officer determines that a delay in authorization of the expense will result in substantial delay or additional cost to the Authority, in which case the CEO may authorize said expense from the Project Contingency.

The following represents the change orders that occurred during the project construction:

Work Required	Cost of Change Order	Percent of Total Contingency	Remaining Change Order
Contingency (10%)			\$91,900
Contractor Change Orders			
Soil Prevention Track System	\$9,303	10%	\$82,597
Buy America Light Poles	\$39,719	43%	\$42,878
Labor for Buy America Light Poles	\$1,376	2%	\$41,502
Removal of Construction Debris	\$4,489	5%	\$37,013
Removal of Limerock	\$3,241	4%	\$33,772
Removal of Concrete Foundation	\$1,817	2%	\$31,955
Other Municipalities Project Associated Fees			
OUC Service Development Fees	\$13,980	15%	\$17,975
City of Orlando Permit Services	\$8,074	9%	\$9,901

Contingency Components			Amount
Approved Project Contingency (10%)			\$91,900
Requested Authorization Increase			\$10,100
Total Contingency			\$102,000

The additional anticipated \$20,000 of construction work are unidentified expenses to close out the project by May 2018. If the funds are not necessary the balance will be returned to the capital budget.

FISCAL IMPACT:

LYNX Staff included \$1,188,419 in the FY2018 Adopted Capital Budget for the construction of the Orlando Trail, also known as Gertrude's Walk. Of the original project budget to pay for the Orlando Trail; \$146,837 remains uncommitted.



Memorandum

Date: March 2, 2018
To: Edward Johnson, Chief Executive Officer
From: D'Hasheem Alkebulan, CGC, Project Manager
Subject: CEO Authorization to use Project Contingency for Orlando Trail Project

Distribution: Tiffany Homler-Hawkins, Chief Administrative Officer; Bert Francis, Chief Financial Officer; Lenny Antmann, Director of Finance; Tomika Monterville, Director of Planning & Development

The purpose of this memorandum is to request your authorization to use the project contingency for LYNX Orlando Trail Project, in accordance with Administrative Rule 4.5.4, Part D.

The LYNX Orlando Trail began with a contingency of \$91,900. The Project has incurred change orders that resulted in the project contingency **use of over 50%**, due to unknown discoveries such as: existing railroad utilities in the project limits, an old roadway, and a railroad under the existing land segments of the project.

The rule states, *once fifty percent (50%) of the Project Contingency has been utilized, only the Governing Board, may authorized use of the remaining fifty percent (50%) of the Project Contingency, unless the Chief Executive Officer determines that a delay in authorization of the expense will result in substantial delay or additional cost to the Authority, in which case the CEO may authorize said expense from the Project Contingency.*

Currently, the project has unpaid permit fees (\$8,073.51) and service development charges (\$13,980.00) that are causing a substantial delay in the project. The total cost for the permit and development charges are \$22,053.51. The contingency balance, after fees paid, would be approximately \$9,500. The project cannot obtain inspections, meters for water and electric, nor final Certificate of Occupancy, unless the remaining fees are paid.

Project Contingency can be used for these fees; however, authorization must be approved by the Board of Directors or the Chief Executive Officer.

A Board Item will be presented at the May Board Meeting to ratify the use of the Project Contingency for the LYNX Orlando Trail.

Please sign below giving authorization to use the Project Contingency for LYNX Orlando Trail Project.



Edward Johnson, Chief Executive Officer

12 Mar 18
Date:

Monthly Report A: Communications Report

To: LYNX Board of Directors

From: Matthew Friedman
DIRECTOR OF MARKETING COMM
Matthew Friedman
(Technical Contact)
Janet Amador
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report: January 2018 & February 2018

Date: 3/22/2018

Tourism Orlando 2018 - Transportation Day

On February 16 we welcomed the visit of twenty people for the Tourism Orlando 2018 guests. We shared information about who we are, LYNX fast facts and showed how all we do is for the community. During their visit they were transported by one of our buses and also visited LYNX Operations Center for the tour of the maintenance facility.

LYNX PRESS RELEASES | MEDIA NOTES: JANUARY 2018 & FEBRUARY 2018

Feb. 1	Partnership with LYNX allows free bus rides for Seminole State students, employees
Feb. 14	LYNX Inks Partnership with Lyft for Ongoing ACCESS LYNX Program Improvements
Feb. 15	Study Underway for Ongoing ACCESS LYNX Program Improvements
Feb. 16	LYNX Board of Directors and Oversight Committee Meetings Canceled for Feb. 22
Feb. 23	LYNX Prepares for Local Operator and Maintenance Rodeo
Feb. 23	LYNX to Hold Public Hearing and Workshop for April 2018 Service Proposal

LYNX NEWS ARTICLES: JANUARY 2018 – FEBRUARY 2018

- [Stay on Track](#)
Business Observer
Jan. 6 The partnership includes Florida's Turnpike Enterprise, Florida Polytech, NASA, the University of Central Florida, Florida A&M University and Lynx, a bus system in greater Orlando. Construction of the five-lane oval track began in June and will be completed by fall 2018. The infield, which will simulate an ...
- [The Villages will soon have an autonomous taxi service](#)
Orlando Weekly (blog)
Jan. 16 AV shuttles have also been discussed as a possibility for UCF's main campus, the Creative Village, and the LYMMO lines in downtown Orlando. ... HART had hoped to make Tampa the first city in the nation to have AV as part of the daily public transportation system, but Las Vegas beat them to it with a ...
- [Lynx now offers free bus rides for UCF students](#)
Orlando Weekly (blog)
Jan. 19 UCF is currently paying a prorated figure until next fall since the program began last December. Students and faculty, on the other hand, can ride for free by using their UCF IDs. "All you need is a school ID" said Matt Friedman, communications director with Lynx. "It's exactly the same thing as Valencia's."
- [Learn from Amazon's snub, Central Florida](#)
Orlando Sentinel
Jan. 20 Amazon released its shortlist of candidates for its second North American headquarters, highlighting 20 cities but skipping Orlando and Central Florida. ... SunRail, Central Florida's single commuter rail line, and Lynx, the region's bus system, need a stronger financial commitment from local governments ...
- [After 12 Years, Search Continues For Missing Orlando Woman](#)
WMFE
Jan. 25 Orlando Police Chief John Mina has assigned a detective to exclusively work the case and unveiled LYNX bus wraps with Kesse's photo. "We're announcing an enhanced focus on the Jenifer Kesse investigation and renewing our plea for anyone with information to come forward and help us solve this ...
- [Man killed after van slams into Lynx bus in Seminole County, FHP says](#)
WKMG News 6 & ClickOrlando
Jan. 26 SEMINOLE COUNTY, Fla. – A 53-year-old man was killed and two others were taken to a hospital Thursday night after a van crashed into the back of a Lynx bus in Seminole County, the Florida Highway Patrol said. Troopers said Bradley King, of Bonita Springs, died in the crash, which happened at 9:10 ...

- Jan. 27 [Driver of van strikes Lynx bus and then tree, dies on scene](#)
Fox 35 Orlando
SEMINOLE COUNTY, Fla. (FOX 35 WOFL) - The Florida Highway Patrol (FHP) reported that troopers were on scene of a fatal crash involving a Lynx bus in Seminole County on Friday morning. They say the crash occurred in the southbound lanes of SR 436 and Bear Lake Road. The crash involves a ...
- Feb. 2 [Lynx is now offering free bus rides for Seminole State students and employees](#)
Orlando Weekly (blog)
“As I have stated many times and it still rings true, public transportation is about providing access, which in turn provides opportunity for the entire community,” said LYNX CEO Edward Johnson. “This is why we are establishing transportation partnerships with colleges and universities, like Seminole State ...
- Feb. 2 [WATCH: Woman says passenger fought her on Lynx bus for defending elderly woman](#)
WFTV Orlando
WATCH: Woman says passenger fought her on Lynx bus for defending elderly woman ... An Orlando woman says she verbally assaulted and hit by another passenger on a Lynx bus Friday. ... “Before the bus driver even got to his very first stop out of the airport there was already a fight,” she said.
- Feb. 3 [\\$20M-plus of road work contracts up for grabs](#)
Orlando Business Journal
Calling all road work contractors. Metro Orlando’s public bus agency, Lynx, and the Florida Department of Transportation are seeking workers for multiple projects. Lynx needs a contractor to build a new parking lot on six acres behind Lynx's John Young Parkway facility for para-transit operations.

Feb. 8 - Exclusive Subscriber Content

[Buckle up: How C. Fla.'s \\$10B in transportation projects will drive our economic vitality](#)
Orlando Business Journal

Many a morning, commuters in the Orlando area know the feeling of being stuck behind a long line of cars because a lane is shut down for construction on Interstate 4 or due to work on a toll road.

Of course, some would say that's a perfect opportunity to get out of the vehicle and use public transportation, whether that's Central Florida's \$1.3 billion SunRail commuter rail or the Lynx regional public bus system.

Or, maybe it's proof of why we need more big roadway projects that will help ease that traffic, such as the \$2.3 billion I-4 Ultimate revamp of the highway or the \$1.6 billion Wekiva Parkway beltway.

That's just part of the reason why the Orlando area has about \$10 billion worth of transportation-related projects in the works. Though roadway construction can be a burden on commuters, the area's 68 million annual visitors or truckers who carry products throughout the region, it's also a necessary part of Central Florida's business growth.

"Many times, we have to make hard decisions on investing for future Floridians and businesses to bring higher quality of life," said Sally Patrenos, president of Tallahassee-based Floridians for Better Transportation, an advocacy group for transportation in the state. "It's important, because with transportation, you are moving people and allowing them to consume goods and services. That need for transportation is what's driving our economy."

Additionally, with communities developing as live/work types of projects — which appeal to young talent throughout the nation — public transit becomes an even bigger priority for cities. Add to that the growth in e-commerce, where companies like Amazon want to get goods faster to customers, and having an efficient transportation system becomes a critical goal.

"Long term, people will own fewer cars, putting in less fuel. As the millennial generation embraces technology and other alternatives, we need more non-traditional transit," Patrenos said. "We are an impatient world of wanting our goods immediately and these projects will help bring that, and it impacts everyone."

Although there's already plenty of road work in Central Florida, there's even more ahead.

Take the [Florida Department of Transportation](#), which in November [was approved for \\$356 million from the state](#) for [Central Florida road projects](#). That includes \$325 million to link Wekiva Parkway to Interstate 4 in Seminole County, road widening on U.S. Highway 17-92 in Osceola County, and aerospace industry-related investments in cargo processing in Brevard County.

The region also has transit- and travel-related projects in the works, including growing

LYNX Board Agenda

Orlando International Airport, expanding passenger rail, upgrading Port Canaveral cruise terminals, high-tech advancements for Lynx and even an autonomous-vehicle test track in nearby Polk County.

“The first piece of a more connected Orlando is a true 21st century transportation ecosystem that serves our region and beyond,” Orlando Mayor Buddy Dyer said during his 2017 State of the City address. “Our transit infrastructure is the key to our economic vitality and our quality of life, and all of our regional partners understand this.”

These projects create hundreds of construction jobs, as well as permanent and auxiliary jobs, while also attracting mixed-use developments nearby. For example, the new SunRail station near the [Tupperware Brands Corp.](#) (NYSE: TUP) headquarters now has [a new Orlando Health freestanding emergency room](#) and [multifamily developments](#) on adjacent property.

So whether you’re in the health care, hospitality or real estate industries, these road projects and solutions to ease traffic all impact the way you do business.

Lynx technology upgrades:

- What it is: Lynx, which operates Central Florida’s public bus system, is working to grow its passenger numbers and retain the existing ridership through new technology, including upgrades to its mobile payment app, studying the use of autonomous vehicles and doing a “deep-dive” analysis to become more efficient. Part of that involves deploying larger, 60-foot buses or small cars/vans instead of increasing its total bus count, helping to save money.
- 2018 operating budget: \$133.5 million
- Impact: A big portion of Central Florida’s workforce doesn’t own a car and depends on public transportation to get to and from work. And the millennial generation — the largest demographic in the U.S. workforce — leans toward using public transportation, so making it more efficient in Central Florida is critical to attracting top talent to the region. Additionally, investing in self-driving vehicles also is expected to be big for the region, since automated vehicles are expected to generate \$67 billion for the auto industry and \$3.1 trillion in societal benefits through 2025.
- Completion: N/A
- Opportunities: Lynx is requesting information from qualified firms with experience in design, development and implementation of autonomous vehicles for transit authorities. It’s also seeking contractors for construction and maintenance. [The request for proposals can be found on Lynx’s procurement website.](#)

“Public transit is part of the economic machine that moves this community forward.” —
[Edward Johnson](#), CEO, Lynx

LYNX Board Agenda

- [An even bigger convention center? Or more cops, roads and buses? You choose](#)
Orlando Sentinel
Feb. 9 Take buses, for instance. Central Florida's Lynx bus system is grossly underfunded — currently running less than half the buses needed. Many of those buses serve the tourism community. In fact, the system's busiest line runs to International Drive. It is filled with low-wage housekeepers and other hotel ...
- [LYNX Offering free rides to Seminole State College students and employees](#)
News965 (blog)
Feb. 11 Students and staff at Seminole State College will now be able to ride any Lynx bus free...
- [LYNX and Lyft jump in bed together](#)
Bungalower
Feb. 14 LYNX has signed a partnership deal with ridesharing giant, Lyft, to enhance their ACCESS LYNX program. The deal will allow LYNX to meet the demand of their para-transit passengers during peak utilization periods by enabling their passengers to use Lyft's services. Customers will still pay their ...
- [Orange County seeks to turn old Lynx bus into a large ambulance for mass casualty incidents](#)
WFTV Orlando
Feb. 20 ORLANDO, Fla. - Orange County Fire Rescue will soon own an old Lynx Bus it can use to help save lives in mass casualty events. Commissioners will approve the \$2,500 purchase Tuesday and refurbish the bus into an oversized ambulance.
- [Celebrating Black History Month: LYNX CEO Edward Johnson's purposeful life](#)
Orlando Business Journal
Feb. 27 Editor's note: Orlando Business Journal is doing a special online series of stories in celebration of Black History Month in which we asked business leaders in the Central Florida region to share some poignant part of their personal story and the impact it had on the direction of their lives. Here, Edward ...
- [A LYNX Bus is turning into an Ambulance](#)
WMFE
Orange County Commissioners approved the \$2500 purchase of the bus. The goal is to help save more lives during times of tragedy such as hurricanes or mass shootings. This is because the bus will be able to transport significantly more patients at a time. Fire Chief Otto Drozd said they are removing ...

SOCIAL MEDIA: JANUARY 2018 – FEBRUARY 2018

- Jan. 1 Happy New Year! Holiday hours.
Ride LYNX shuttle to Citrus Bowl at Camping World Stadium.
Service alert: Citrus Bowl game detour.
- Jan. 2 LYNX Forward.
- Jan. 3 LYNX Board approves Jan. 7 service changes.
- Jan. 4 Hop aboard and let us take you where you need to go.
- Jan. 5 Jan. 7 service change.
Response to complaint about delays during the Citrus parade.
Service alert: Link 301 route change.
- Jan. 6 Jan. 7 service change.
- Jan. 7 Jan. 7 service change in effect today.
LYNX bus tracker app is down.
- Jan. 8 The LYNX bus tracker app issue has been resolved.
Response to complaint about Link 21 no longer serving Universal Employment Center.
Response to complaint about the LYNX bus tracker app.
Response to complaint about Link 37 and Link 21 no longer service Universal Employment Center.
Service alert: Temporary bus stop relocation to SR 436 at Northlake Boulevard.
- Jan. 9 LYNX will be operating a normal weekday schedule on Martin Luther King Jr. Day.
Response to question about ACCESS LYNX operating on Martin Luther King Jr. Day.
Response to complaint about Link 21 and bus operator running behind.
Response to complaint about Link 21 no longer serving Universal Employment Center.
Response to question about partnering with ride share companies.
- Jan. 10 LYNX and UCF partnership.
Response to concern regarding a bus operator.
Response to question about LYNX/UCF partnership.
Move Over Florida law.
Call Center experiencing high call volume resulting in longer than normal hold times.
- Jan. 11 Response to complaint concerning Jan. 7 service change.
Move over Florida Law.
Response to question about the LYMMO schedule for Martin Luther King Jr.

LYNX Board Agenda

- Day.
Response to comment regarding adding later service on all routes.
Service alert: Martin Luther King Jr. parade detour.
- Jan. 12 ProBowl game.
Service alert: Detour in Sanford for Martin Luther King, Jr. parade.
Service alert: Detour in Eatonville for Martin Luther King, Jr. parade.
- Jan. 13 Detours around Central Florida for Martin Luther King, Jr. parades.
- Jan. 14 LYNX holiday schedule for Martin Luther King, Jr. day.
- Jan. 15 Martin Luther King, Jr. Day.
Service detour in Sanford for Martin Luther King, Jr. parade.
- Jan. 16 LYNX Lion King bus at Orlando Martin Luther King, Jr. parade.
- Jan. 17 LYNX See Say app.
Bus bridge between Florida Hospital and Winter Park SunRail stations.
Response to customer question about SunRail bus bridge.
- Jan. 18 LYNX Bus Tracker application.
Response to feedback about service.
Service alert: Link 103 bus stop relocation.
Service alert: Detour for the Monster Truck show.
- Jan. 19 Lost & Found is open today.
Thanked customer for positive feedback.
Service alert: Link 103 bus stop relocation.
- Jan. 20 LYNX ID services will be open today.
- Jan. 21 ProBowl game at Camping World Stadium.
- Jan. 22 Driving you to a great work week.
- Jan. 23 Check Lost & Found for lost items.
Response to question about the LYNX Bus Tracker app.
Service alert: Detour for the ProBowl at Camping World Stadium.
- Jan. 24 ProBowl game at Camping World Stadium.
Jennifer Kesse's bus wrap unveiling.
Response to question about AdvantAge ID eligibility.
Response to complaint about a bus operator.
- Jan. 25 LYNX PawPass application.

LYNX Board Agenda

- Jan. 26 Where are some of your favorite places to kick off the weekend?
Service alert: Detour for the ProBowl at Camping World Stadium.
ProBowl game shuttle service.
- Jan. 27 ProBowl game day.
ProBowl Schedule.
- Jan. 28 Gif of dog sleeping on a bus.
- Jan. 29 Good morning from downtown Orlando.
Response to question about utilizing rideshare companies.
- Jan. 30 Let us help take you where you need to go.
- Feb. 1 Throwback Thursday.
Recognizing a few of our dedicated employees for their many years of excellent
service at LYNX.
Partnership with Seminole State College.
- Feb. 2 Groundhog Day.
Throwback Thursday answer: mid 90's.
- Feb. 3 I like to use public transportation on the weekend to go _____.
- Feb. 4 Enjoy your day exploring International Drive.
- Feb. 5 LYNX PawPass application.
Orlando Business Journal roundtable hosted at LYNX Central Station.
- Feb. 6 Train to Plane
- Feb. 7 We are hiring!
Service alert: Detour on Central Boulevard and Rosalind Avenue due to BBQ
on the Boulevard.
- Feb. 8 Throwback Thursday.
Response to complaint about a bus operator skipping a bus stop. Referred to
customer service and transportation supervisor.
Response to question about the Throwback Thursday photo.
Throwback Thursday answer is: Colonial Plaza SuperStop.
Response to question about a job posting.
- Feb. 9 Hosted the Go Team Therapy dogs training to assist with onboard bus training.
- Feb. 10 Greetings from LYNX Kissimmee Intermodal Station.
Provided clarification on routes served at Kissimmee Intermodal Station.
- Feb. 11 LYNX PawPass application.

LYNX Board Agenda

- Feb. 12 Partnership with Seminole State College.
Response to complaint about service. The customer was made aware of recent improvements as well as the LYNX Forward initiative.
Response to customer complaint about the LYNX Trip Planner.
- Feb. 13 Presidents' Day schedule.
ACCESS LYNX public meetings.
- Feb. 14 Happy Valentine's Day.
ACCESS LYNX survey.
Partnership deal with Lyft.
- Feb. 15 ACCESS LYNX survey.
- Feb. 16 Hosting Tourism Orlando Leadership Program.
ACCESS LYNX public meeting at LYNX Central Station.
Response to question about ACCESS LYNX and Lyft service.
Feb. 22 Board of Directors and Oversight Committee meetings have been canceled.
Response to question about purchasing bus passes.
- Feb. 17 LYNX ID service is open today.
- Feb. 18 Welcome aboard from Fun Spot.
ACCESS LYNX customer survey.
Response to question about Presidents' Day schedule.
- Feb. 19 Presidents' Day.
Response to question about Link 40 service.
Public meeting for ACCESS LYNX customers.
Response to question about a LYNX bus.
- Feb. 20 ACCESS LYNX public meeting.
Service alert: Link 21 reroute to Universal Orlando Employee Center.
- Feb. 21 ACCESS LYNX public meeting.
Response to complaint about bus delays.
- Feb. 22 ACCESS LYNX public meeting.
Throwback Thursday.
Response to question about service for the new SunRail stations.
- Feb. 23 ACCESS LYNX public meeting.
April service proposal.
Service alert: Detour for the downtown Orlando Food & Wine Fest.
- Feb. 24 LYNX bus photo.
- Feb. 25 The sun is rising and the temperature is warm. Looks like a recipe for a great Sunday.
- Feb. 26 Public Service Bus registration begins soon.
LYNX Operator Award Safety & Performance winners.

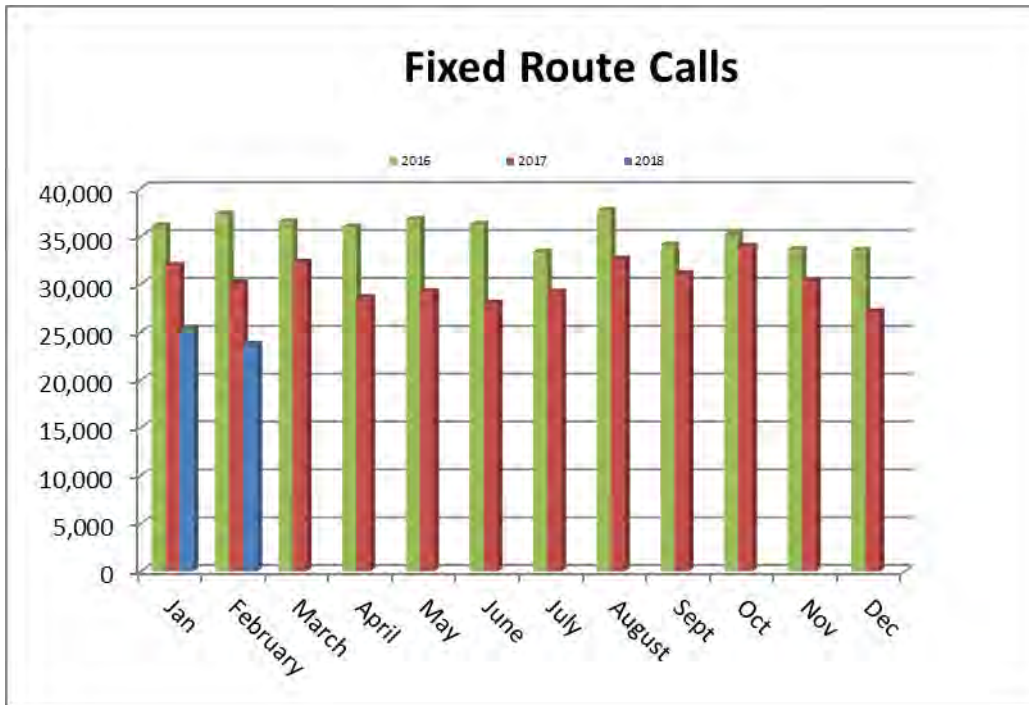
LYNX Board Agenda

ACCESS LYNX survey.

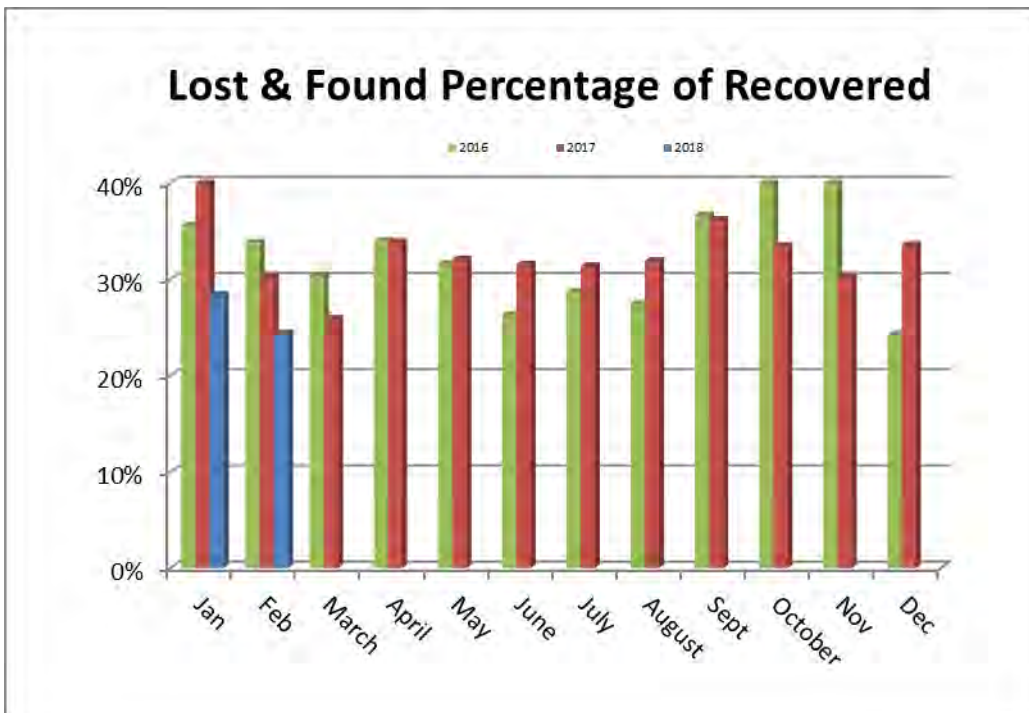
- Feb. 27 Response to question about SunRail transfers.
Too far to ride your bike? We've got a seat for your bike too.
- Feb. 28 Public Service Bus registration begins soon.

Social Media Usage	January 2018	February 2018
Facebook Likes	5,010	5,055
Facebook – Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)	29,149	61,484
Twitter Followers	5,202	5,241
Website Usage		
Total Page Views	805,587	644,191
Total User Visits	99,994	84,629

Customer Service

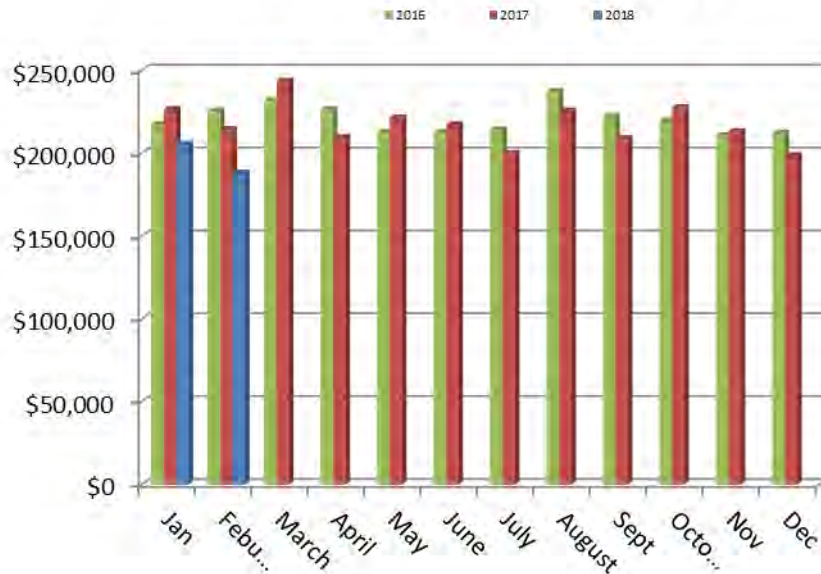


	2016	2017	2018
January	36,097	31,963	25,390
February	37,332	30,132	23,711



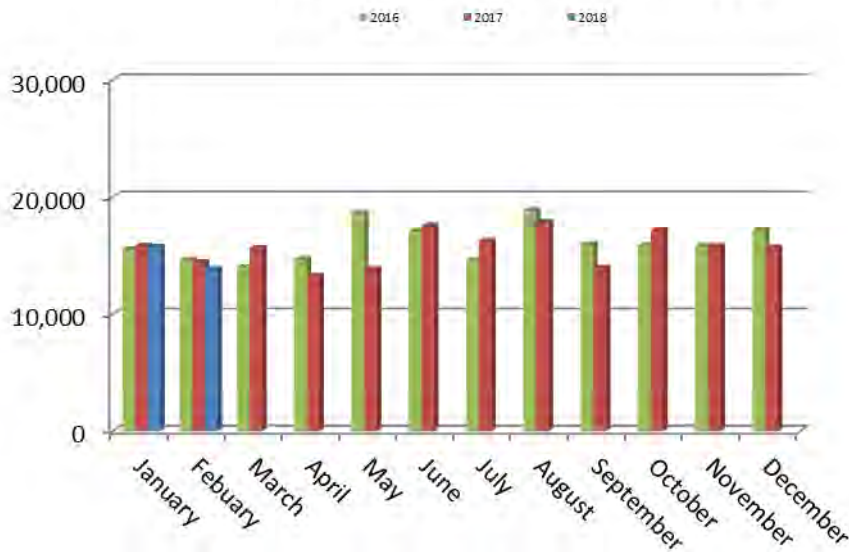
	2016	2017	2018
January	35.58%	43.33%	28.38%
February	33.83%	30.31%	24.41%

Fare Media Sales at LCS



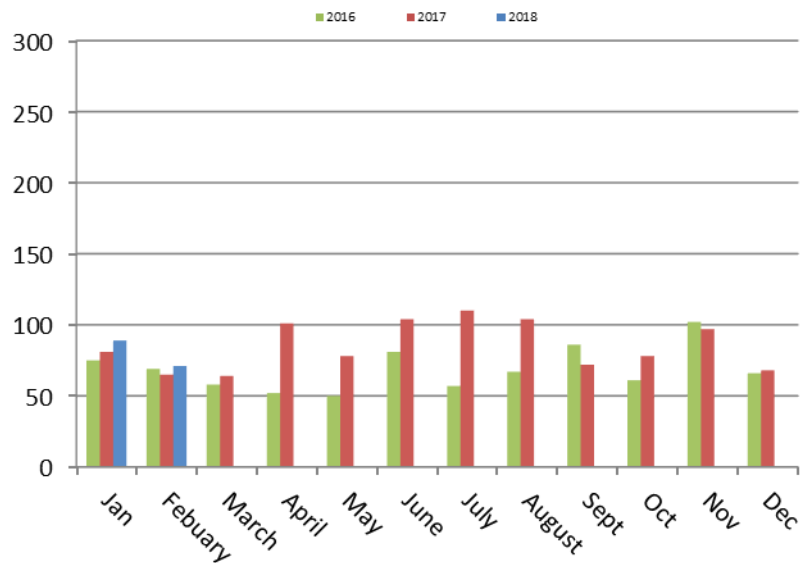
	2016	2017	2018
January	\$217,395	\$226,589	\$205,460
February	\$225,533	\$214,393	\$188,105

Customers Served at LCS



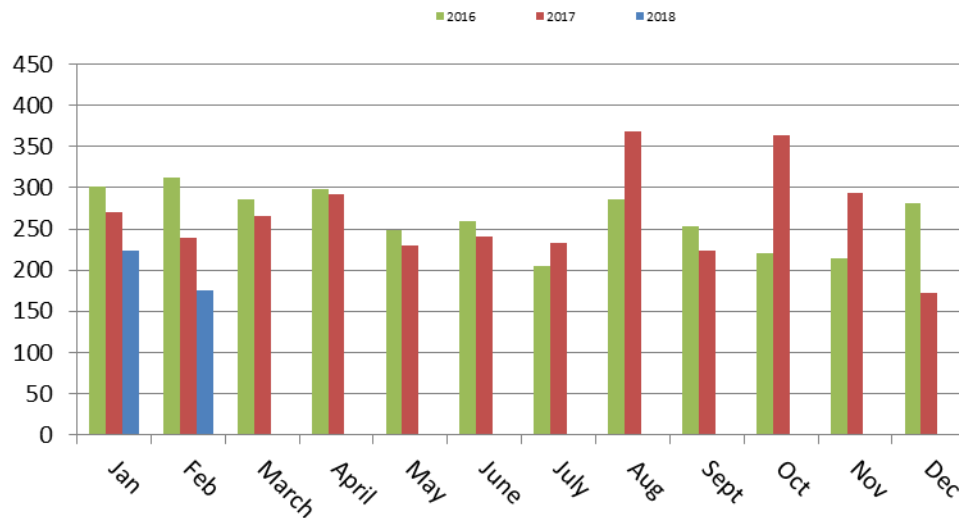
	2016	2017	2018
January	15,525	15,821	15,729
February	14,605	14,443	13,831

Paratransit Concerns



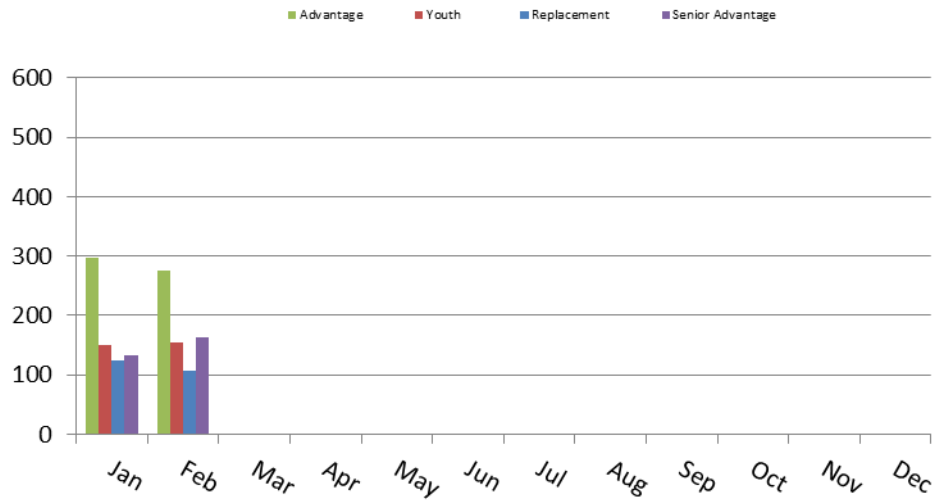
	2016	2017	2018
January	75	81	89
February	69	65	71

Fixed Route Concerns



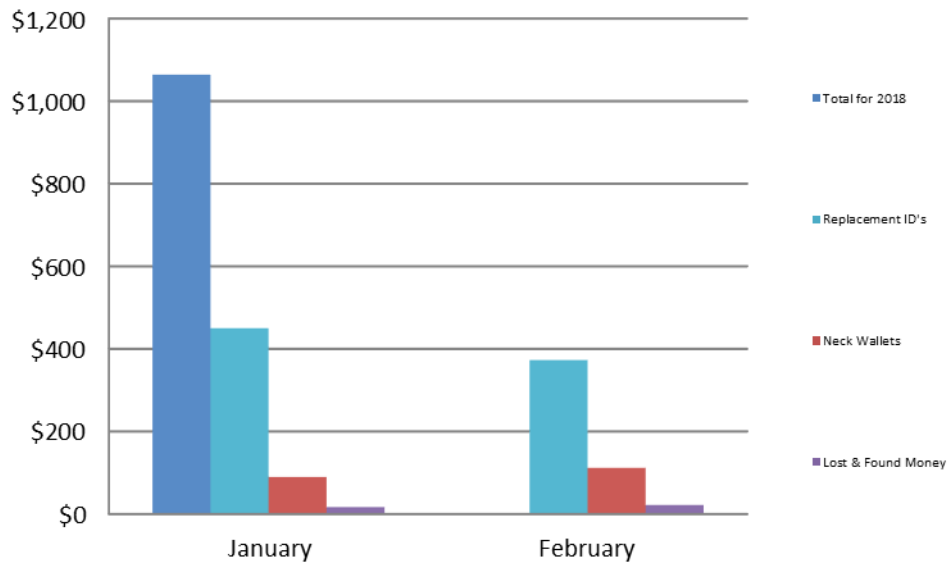
	2016	2017	2018
January	301	270	223
February	313	239	175

IDs ISSUED in 2018



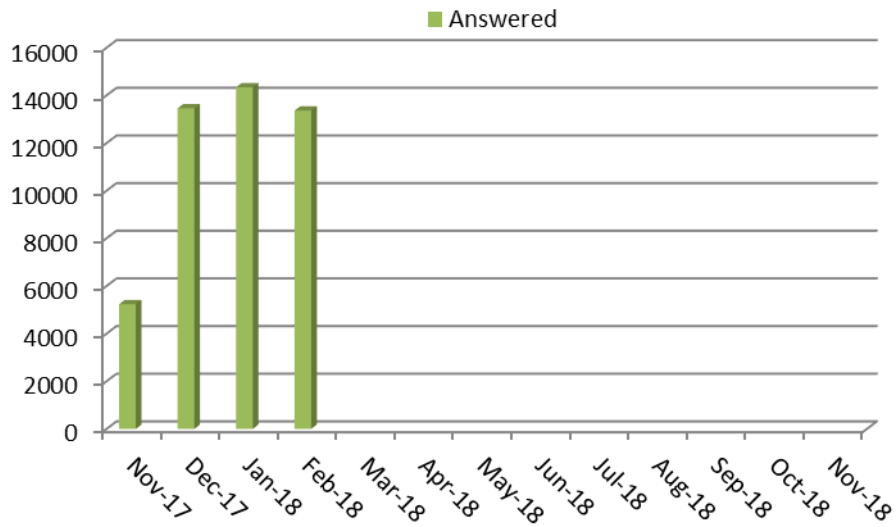
	2016	2017	2018
January	878	992	706
February	890	921	701

Income Generated Revenue



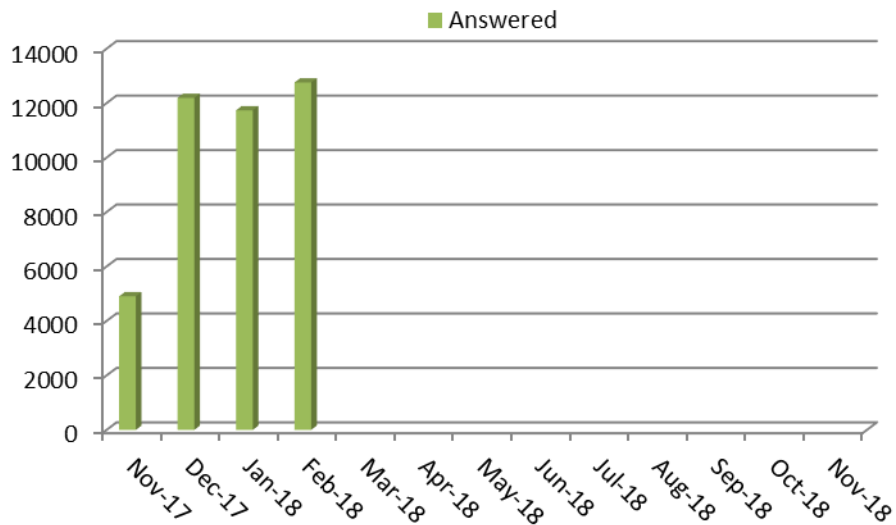
	Replacement ID's	Neck Wallets	Lost & Found Money
January	\$450	\$90	\$17
February	\$373	\$112	\$22

Paratransit Reservation Calls



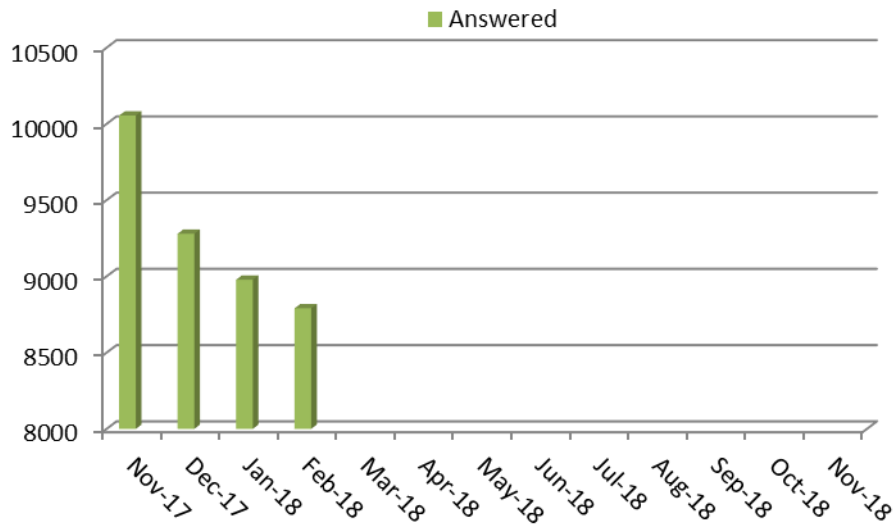
	2017	2018
December	13,455	*
January	*	14,340
February	*	13,361

ETA Calls



	*	2017	2018
December	*	12,196	*
January	*	*	11,737
February	*	*	12,761

NeighborLink Calls



	*	2017	2018
November	*	10,055	*
December	*	9,280	*
January	*	*	8,978
February	*	*	8,791

Commuter Vanpool

Commuter Vanpool		
Vanpools	January 2018	February 2018
Vanpool Participants	639	642
Total Revenue Miles YTD	564145	676974
New Vanpools	5	1
Returned Vanpools	5	1
Current Vans in Service	185	185
Pending Vanpool Interest	Experion	Experion
	Orlando VA	Orlando VA
	Embraer	Lockheed Martin
	Lake Mary SunRail Connector	Lake Mary SunRail Connector
	PEO STRI	
Events	None	Transportation and Food Truck Extravaganza

Monthly Report B: Monthly Financial Report

To: LYNX Board of Directors

From: Albert Francis
CHIEF FINANCIAL OFFICER
Kimberly Forbragd
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)
Albert Francis
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: FY2018 1st Quarter Financial Report - October to December 2017

Date: 3/22/2018

FY2018 1st Quarter Performance Review

LYNX Staff will discuss the results of 1st Quarter operations.

FY2018 First Quarter Financial Results

Presented to the
LYNX Board of Directors
by Bert Francis
Chief Financial Officer
March 22, 2018

Operating Revenues



- **Customer Fares** – We had a large sale in December to a reseller who returned about 152K in February. Even though this true-up is coming in Q2, we are still on track with budget in Q1.
- **Advertising** – Our agreement with local media will bring us guaranteed revenue of about 1.9 million in FY2018, which we recognize evenly through the year. We are also earning extra revenue for placing additional advertising on/in buses and shelters.
- **Other Operating Income** – Includes Rx rebate income, special event services, and LOC concessions revenue. Our auditors recommend reclassifying the Rx rebate income to expense as a contra medical expense. We plan to do this in Q2. Total expected Rx rebate income for FY2018 is about 340K.

Operating Revenues (cont.)



**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE QUARTER ENDING DECEMBER 31, 2017 AND THE THREE MONTHS ENDING DECEMBER 31, 2017**

	YEAR TO DATE			QUARTER ENDING DECEMBER 31, 2017		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 6,600,000	\$ 6,634,125	101%	\$ 6,600,000	\$ 6,634,125	101%
Contract Services:						
Local Financial Assistance	3,633,000	3,633,147	100%	3,633,000	3,633,147	100%
Other Contractual Services	1,153,500	1,153,148	100%	1,153,500	1,153,148	100%
Advertising	493,500	597,201	121%	493,500	597,201	121%
Other Operating Income	202,000	185,245	92%	202,000	185,245	92%
Total Operating Revenues	12,082,000	12,202,866	101%	12,082,000	12,202,866	101%

Non-Operating Revenues



- **Operating Assistance Grants** – This is our funding partner revenue for Fixed Route and NeighborLink, as well as City of Orlando for Fixed Route. This is also funding from Orange, Seminole, and Osceola counties for ParaTransit services. For the most part, we recognize these revenues evenly throughout the year.
- **Planning & Other Assistance** – This includes funding from Federal grants that can be used to cover certain Fixed Route, ParaTransit, and NeighborLink expenses. This also includes funding from FDOT for Road Rangers. Starting in Q2, we expect to begin recognizing local matching revenue from Orange City, Seminole City, and City of Orlando.
- **Interest Income** – Investing our float cash in low risk investments continues to perform well. We plan to continue managing this resource carefully to maximize our earnings.
- **Other Income** – This includes rebates and royalties from our new relationship with NoPetro for compressed natural gas. This relationship is still new and we are reluctant to add a revenue expectation to our FY2018 budget until we have a longer track record. This also includes revenue from the sale of certain retired assets.

Non-Operating Revenues (cont.)



**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE QUARTER ENDING DECEMBER 31, 2017 AND THE THREE MONTHS ENDING DECEMBER 31, 2017**

	YEAR TO DATE			QUARTER ENDING DECEMBER 31,2017		
NON-OPERATING REVENUES						
Operating Assistance Grants:						
State of Florida	2,536,000	2,535,689	100%	2,536,000	2,535,689	100%
Local	12,161,000	12,137,285	100%	12,161,000	12,137,285	100%
Planning and other assistance grants:						
Federal - Other	4,300,000	3,673,519	85%	4,300,000	3,673,519	85%
State of Florida - Other	616,000	615,526	100%	616,000	615,526	100%
Local Matching - Other	-	-		-	-	
Interest Income	76,000	116,565	153%	76,000	116,565	153%
Other Income	5,600	44,262	790%	5,600	44,262	790%
Total Nonoperating Revenues	19,694,600	19,122,846	97%	19,694,600	19,122,846	97%
TOTAL REVENUES	31,776,600	31,325,712	99%	31,776,600	31,325,712	99%



Operating Expenses



- **Salaries & Wages** – in Q1 we ratified a new labor agreement with the Local 1596 Union after operating for two years without an agreement. As part of the agreement, we made a lump sum payment to our 1596 employees totaling about 1.78 million*. In Q1 we also had less than the approved headcount in many of our departments (short about 28 operations and about 40 admin staff). Although this caused overtime to run higher than budget, the combination of the lump sum payment and increased overtime was not high enough to offset the entire shortfall of wages.
- **Fringe Benefits** – In spite of the above mentioned items affecting salaries, we remain under budget on fringe benefits. This is because the four biggest costs in our fringe benefits (medical insurance expense, holiday pay, sick pay, pension) are driven more by headcount rather than payroll dollars.
- **Fuel** – This expense has been and will continue to be a challenge for the remainder of the fiscal year*. FY2018 budget was case with assumptions about gallons and prices that were not fully aligned with our FY2018 service model.

* See FY2018 budget amendment request.

Operating Expenses (cont.)



- **Professional Services** – about 60% of our budget is allocated to the Route Optimization Study, Service Planning, and Service Enhancements. We have a number of FY2018 projects that started in Q1, but the progress was not commensurate with the budget we allocated to Q1. We expect to see a catchup in Q2 and a close alignment for the remainder of fiscal year.
- **Other Services** – about 80% of our budget is allocated to Legal, Contract Maintenance, and Security Services. We ran under budget on Security Services in Q1 but will see a catch-up in Q2.
- **Taxes and Licenses** – this includes tax on diesel, unleaded, bio-diesel, compressed natural gas, and related lubricants. This category tracks closely with our budget status for fuel*.

* See FY2018 budget amendment request.

Operating Expenses (cont.)



CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE QUARTER ENDING DECEMBER 31, 2017 AND THE THREE MONTHS ENDING DECEMBER 31, 2017

	YEAR TO DATE			QUARTER ENDING DECEMBER 31, 2017		
OPERATING EXPENSES						
Salaries and Wages	12,030,000	13,667,844	114%	12,030,000	13,667,844	114%
Fringe Benefits	7,370,219	7,172,308	97%	7,370,219	7,172,308	97%
Purchased Trans. Services	4,884,000	4,882,822	100%	4,884,000	4,882,822	100%
Fuel	2,471,000	2,728,460	110%	2,471,000	2,728,460	110%
Other Materials and Supplies	1,701,800	1,683,850	99%	1,701,800	1,683,850	99%
Professional Services	1,050,000	379,000	36%	1,050,000	379,000	36%
Other Services	1,263,000	1,195,107	95%	1,263,000	1,195,107	95%
Lease and Misc. expense	237,000	236,873	100%	237,000	236,873	100%
Casualty and Liability	412,000	411,753	100%	412,000	411,753	100%
Utilities	306,700	300,301	98%	306,700	300,301	98%
Taxes and Licenses	121,500	161,737	133%	121,500	161,737	133%
Interest expense	20,900	20,923	100%	20,900	20,923	100%
 Total Operating Expenses	 31,868,119	 32,840,978	 103%	 31,868,119	 32,840,978	 103%
 OPERATING GAIN (LOSS)	 \$ (91,519)	 \$ (1,515,266)	 1656%	 \$ (91,519)	 \$ (1,515,266)	 1656%

Monthly Report C: Ridership Report

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Clifford Satter
(Technical Contact)
BRUCE DETWEILER
(Technical Contact)
Douglas Robinson
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: FY2018 Ridership Report through January 2018

Date: 3/22/2018

Please find attached the monthly Performance Report which includes January Year-To-Date figures for ridership and other performance indicators. Total ridership for January 2018 was 1,981,862. This is a 12% decrease from January 2017. On-Time Performance for Fiscal Year-To-Date 2018 is 70%.

- LYNX ridership decreased by 245K, or 11%, compared to January 2017. System-wide average weekday riders decreased by 16.3% year-to-date.
- LYMMO ridership decreased by 14K, or 14%, compared to January 2017. Average daily ridership for LYMMO was down 15.5% in January.
- Fixed Route ridership decreased by 132K, or 6.5%, compared to January 2017. Average daily ridership decreased by 11.9% for compared to the same time period last year.
- NeighborLink ridership will be available on the next Performance Report.
- Xpress Link 208 ridership increased by 157, or 26%, compared to January 2017. Average daily riders decreased compared to the previous year-to-date.
- ACCESS LYNX services will be available on the next Performance Report.
- Vanpool ridership will be available on the next Performance Report.

LYNX Board Agenda

Performance Reports showing ridership and other measures will be posted on LYNX's website, www.golynx.com, beginning in March, 2018. This will allow the public and our funding partners convenient access to our monthly performance information.

Monthly Report D: Planning and Development Report

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
BRUCE DETWEILER
(Technical Contact)
Stanimira Bourova
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Planning and Development Report

Date: 3/22/2018

STRATEGIC PLANNING

TRANSIT DEVELOPMENT PLAN AND ROUTE OPTIMIZATION STUDY

Staff continues to work with its project consultants to prepare the draft Route Optimization Study (ROS), which includes a complete restructuring of services to create a new network of services ranging from a frequent core network to on-demand services, such as NeighborLink and Transportation Network Companies (TNCs – i.e. Lyft). Project activities in February included coordination with project Technical Advisory Committee (TAC) members to review the proposed Long-Term Network and provide direction on potential gaps in the new network. In early April, LYNX will be briefed on national route restructuring practices and activities by Jarrett Walker of Jarret Walker & Associates to help support LYNX restructuring.

The project team continues to work on the upcoming public outreach plan to occur following the Board of Directors approval of the draft ROS plan. In March letters will be sent to all partner jurisdictions to schedule ROS information meetings for their respective staff. Public outreach will include use of focus groups, social media, participating in targeted outreach events, and use of the LYNX Forward website to present key information on the draft plan. Once public outreach is substantially complete, staff will present the final ROS to the Board of Directors for approval. For more information on project, please visit www.lynxforward.com.

STATE ROAD 436 CORRIDOR STUDY

The State Road 436 Transit Corridor Study has examined enhanced transit options, improved accessibility and safety, and a context sensitive design for the corridor from Orlando International Airport to State Road 434. The project team has continued with the evaluations of

alternatives for the corridor, beginning the Level 3 examinations of operating characteristics and estimated ridership associated with each scenario. A Health Impact Assessment Working Group meeting was held January 31, 2018. The next Partner Agency Working Group meeting is scheduled for March 8, 2018. In support of the Health Impact Assessment, students from the University of Central Florida will be conducting Quality of Life surveys for LYNX passengers at some of the busiest bus stops along the study corridor. For more information on project, please visit <https://www.lynxsr436.com/>.

VETERANS TRANSPORTATION AND COMMUNITY LIVING INITIATIVE

As part of the development of the Veterans Transportation Resources and Community Services (VTRACS) Customer Information System (CIS), the Cambridge Systematics team has completed the all four iterations of product development. The team, LYNX staff, and the VTRACS Stakeholders received a final demonstration of the one-click tool on February 15, 2018. The tool is now available for the stakeholders to review and provide feedback in preparation for the User Acceptance Testing.

SYSTEM-WIDE ONBOARD ORIGIN AND DESTINATION SURVEY

In November 2016, LYNX began work with its contractor, ETC Institute, on a system-wide Origin and Destination survey. The initial work focused on the LYNX routes with the highest ridership (over 3,000 passenger trips per day) and SunRail ridership; identifying the stops/stations that passengers boarded and alighted the vehicles to help with further data extrapolation later. The contractor has provided LYNX Staff with a draft Final Report for review; comments from which will be provided to the contractor at the beginning of March. The sub-contractor is finalizing task work associated with comparing the survey data with regional mobile device travel data.

GEOGRAPHIC INFORMATION SYSTEMS (GIS):

Data Transfer Solutions (DTS) conducted a second of two training sessions with LYNX facilities staff. The training focused on issuing and closing tickets and learning how to use MobileVUE. Another training was conducted on teaching VUEWorks Administrators how to design work orders and reports for facilities and work orders. LYNX' staff and the vendor are preparing to implement the VUEWorks Service Request module for capturing and associating data with a facility and requests for stops/shelters within LYNX' facility requests. The field collection for stops and shelters locations and attribute data was migrated from GIS Mobile application to Collector for ArcGIS. GIS staff conducted training for Service Planning on the use of the Collector application.

GIS staff is preparing and documenting land use and zoning requirements at current and potential super stop locations to support the LYNX Forward Route Optimization Study (ROS). GIS staff is also working on update of LYNX data sharing portal and on updates for data, web applications and map products.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

PARATRANSIT REAL-TIME INFORMATION

LYNX has issued a purchase order to DoubleMap, Inc. to develop and deploy a mobile application that provides real-time vehicle location and arrival information to AccessLYNX customers. DoubleMap, Inc. has worked with the scheduling vendor, Trapeze Group, to obtain the instructions for accessing customer trip data to enable the provision of real-time information. They are also working with MV Transit and LYNX IT to establish the authorized access into the live database. Access LYNX has reviewed and approved screen mock-ups of the application functionality. Programming of the mobile application is underway.

MOBILE FARE PAYMENT

On November 9, 2017, LYNX PawPass, the mobile fare payment application, was released to the public. Customers can purchase any LYNX fare media for any mode in the mobile application, with fare media stored on the device until used. Student and employee passes for Seminole State College were made active in the mobile application starting on February 2, 2018. A total of 19,683 users from Seminole State College were added to the user database. Users are able to enter their college credentials in their user account to active the college pass feature. LYNX and the vendor are now working with Valencia Community College to import their student and employee data into the user database. Coordination will next begin with the University of Central Florida with completion expected by the summer semester.

SERVICE PLANNING

The Service Planning Division activities during the month of January and February 2018 have been devoted primarily towards the planning and implementation of the April 29, 2018 service changes.

Service Planning is also making preparations for the SunRail Phase II extension scheduled for opening in summer 2018. Staff has continued working with Osceola County on identifying locations for future bus stops, developing schedules, and bus route alignments.

ENGINEERING AND CONSTRUCTION

WSP was recently awarded the contract to design and oversee the construction of the Pine Hills Transfer Center. Contract negotiations were successfully completed during the first part of November and a work order has been issued. A kickoff meeting was held on January 12, 2018. The projected timeline for the first part of design for this project is a 10 month delivery time frame. The first internal stakeholders meeting was held at the start of February and the first external stakeholders meeting was held the last week of February. LYNX staff will be meeting with Evans High School students to have them participate in the design of the transfer center. In addition, the first design charrette is scheduled for Saturday April 20, 2018 at Evans High School.

LYNX has issued work orders for the installation of 35 transit shelters. LYNX anticipates that the installations will start in February and continue through a period of approximately 18 weeks. These shelters will include those for the Meadow Woods, Tupperware and Poinciana SunRail Stations. LYNX staff has issued the work orders for the rehabilitation of bus shelters along SR 436. The manufacturing began at the start of March. Field repainting will start in late April or early May. This will represent improvements to a total of 44 bus shelters. LYNX staff is still waiting on review of the inter-local agreement with Osceola County to conclude before proceeding with permitting of bus shelters in the County.

In support of the LYNX Forward Route Optimization (ROS) Study, Planning & Development staff are developing a bus stop consolidation plan to support on-time-performance for fixed route services and improve travel time efficiency on high ridership corridors where stops are too close.

ORLANDO URBAN TRAIL

The Orlando Trail project continues to move forward with the completion of the installation of the trees on the Amelia Street segment East of Garland Avenue and the completion of the installation of electrical light pole bases at Washington and Jefferson Streets. The project is scheduled to be completed in March 2018.

LYNX OPERATIONS CENTER (LOC)

The LYNX Operations Center (LOC) scope of work is being reviewed and refined by the Procurement Department to ensure the design-build scope of work and schedule are consistent with the needs identified in the 2016 Site Suitability Analysis for the LOC. Once review is finalized, the Request for Proposal (RFP) package will be submitted to the LYNX Legal Team. It is anticipated that the solicitation will occur in March 2018 and be advertised for a minimum of 30