

LYNX Oversight Committee Agenda

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

Meeting Date: 7/26/2018

Meeting Time: 10:30 AM

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

1. Call to Order

2. Approval of Committee Minutes



Oversight Committee Minutes, May 24, 2018

Pg 3

3. Public Comments

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

4. Chief Executive Officer's Report

5. Finance & Audit Committee Report

6. Committee Discussion Items

A. Paratransit Update Presentation

Pg 15

-Attachments



B. Transportation Disadvantaged Presentation

Pg 24

-Attachments



C. Vanpool Presentation

Pg 33

-Attachments



D. Autonomous Vehicle Presentation


Pg 42

-Attachments







- E.  FY2019 Proposed Capital Budget

Pg 51

-Attachments 

7. Committee Action Items

- A.  Authorization to Exercise the Second Option Year of Contract #14-C28 to Enterprise Leasing Company of Orlando, LLC for Vanpool Support Pg 58
- B.  Authorization to Allow for the Additional Funding to WSP, Inc for the Design and Engineering of the Pine Hills Bus Transfer Center Pg 60
- C.  Authorization to Release a Request for Proposal (RFP) to Procure Consultant Services for Autonomous Vehicles for the BRT/LYMMO Routes Pg 62
- D.  Authorization to Award a Contract to Cummins Sales and Service for the Procurement of Remanufactured Cummins Engines for a Total Not-To-Exceed amount of \$264,580.00 for a Period of One (1) Year. Pg 64

8. Other Business

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).

Central Florida Regional Transportation Authority
Oversight Committee Meeting Minutes

PLACE: LYNX Central Station
455 N. Garland Avenue
2nd Floor, Open Space Conference Room
Orlando, FL 32801

DATE: May 24, 2018

TIME: 10:30 a.m.

Members in Attendance:

Viviana Janer, Chair, Osceola County
Lee Constantine, Seminole County
Jim Harrison, Orange County
Pat Christiansen, Legal Counsel
Billy Hattaway, City of Orlando
Jo Santiago, FDOT

Members Absent:

Mike Shannon, Secretary FDOT

Staff Members in Attendance:

Edward L. Johnson, Chief Executive Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
Bert Francis, Chief Financial Officer
Thomas Stringer, Chief Operations Officer
Tellis Chandler, Deputy Director of Safety
Matt Friedman, Director of Marketing Communications
Brian Anderson, Acting Director of Human Resources
Tomika Monterville, Director of Planning &
Development
Rose Hernandez, Executive Assistant
Dyana Blickle, Fiscal Assistant
Leonard Antmann, Director of Finance
Chris Plummer, Finance Assistant
Doug Jamison, Senior ITS Development
Doug Robinson, Manager of Strategic Planning
Jeff Reine, Senior Project Manager
Kim Forbragd, Mgr. of Financial Planning and Budgets
Louemma Cromity, Manager of Procurement
Marketing Team: Matt Friedman, Jessica Casa, Katie
Lockard, Janet Amador, Genevieve Velasquez

1. Call to Order

Chair Janer called the meeting to order at 10:30 a.m.

2. Approval of Minutes

Chair Janer asked the Committee if there was any discussion about the Feb 1, 2018 meeting minutes. A motion was made by Jim Harrison and seconded by Billy Hattaway. Motion carried unanimously.

3. Public Comments

No members of the public requested to speak.

4. Chief Executive Officer's Report

Edward L. Johnson, Chief Executive Officer, addressed the committee and stated that he requested a slight adjustment on the agenda: to move Item 7J to 9E Update on Financial Audit; and Item 9A, LYNX reserve under the Committee Discussion Section 8.

Mr. Johnson reminded everyone that there was no Board Meeting that afternoon, however, he stated there were items on the agenda that he will request approval from the Chairman. We have received grant application opportunity notices, however the turn-around is only 30 -45 days. Commissioner Constantine noted that there could be a possible conflict with the next Board Meeting in June due to FAC. He requested we seek an alternative date.

Mr. Johnson recognized the Roadeo LYNX winners for their fabulous job in winning the grand championship once again. The winners also competed in the National Level.

Mr. Johnson expressed his gratitude to all that attended and participated in the Charity Challenge and Softball Tournament on May 19th, 2018. He said it was a fun time and well attended.

Mr. Johnson stated that this meeting will cover several requests for submissions for grant funding. FTA has announced they have a few grants available for Safety & Security activities. The submissions are due in June, once we identify what the projects are, we will bring it back to the chair for authorization to submit the grant application.

These grant funds can be used toward the replacement of the surveillance systems at the Super Stops, Facilities & buses, which have been around 12-15 years. In addition, funding can be used for a threat and bombability analysis, which LYNX has not done in over 9 years and should be done every 3 years.

Chair Janer expressed a concern with anything that requires a local match because the budget is very tight and the reserves are pretty low.

5. Finance & Audit Committee Report

Chair Janer requested that Amanda Clavigo, the newly elected Finance and Audit Committee Chairperson, address the committee.

Amanda stated that she was elected to Chair the Finance and Audit Committee in the last meeting on Monday, May 21, 2018 and Michelle McCrimmon of the City of Orlando, will be the Vice Chair.

Amanda provided a brief update of the Finance & Audit Committee Meeting. She stated that the committee heard and approved to move the Equal Employment Opportunity (EEO), the Family Medical Leave Act (FMLA) and an update of the Information Security Policy. There was discussion on the FMLA and it was confirmed that it was in compliance with the regulations. There was also discussion on the new Lactation Policy at LYNX, which is also in compliance with the regulations. LYNX made some minor revisions to the language to be consistent with regulations and protect LYNX and the employees.

Amanda stated that they approved to move forward with the grant applications on the agenda. There was discussion on the local match as well as the operating costs for those programs and made sure they were in compliance.

The Finance and Audit Committee also discussed and approved to move forward with the Amendment of FY2018 Operating Budget, and the 2nd quarter financial report was reviewed. Salaries were trending a little lower than the budget, it was compensating for some increases in fuel and MV contract. The Preliminary FY 2019 operating budget was reviewed and they approved moving forward to include the 3.5 % increase for the funding partners.

Chair Janer clarified that the additional grant Mr. Johnson mentioned regarding safety and security was recently added and was not part of the grants on the agenda.

6. Oversight Committee Report (this item was not needed on this agenda).

7. Committee Agenda Items: (Chair Janer stated that Mr. Johnson will present on all committee agenda Items 7 A. through 7I).

A. **Authorization to Amend LYNX' Equal Employment Opportunity (EEO) Program Policies.**

Mr. Johnson stated that FDOT conducted their Triennial review and they provided recommendations on how to strengthen the policies. One of the recommendations was adding language to the EEO, stating that we will review DBE contracts on a quarterly basis or a more regular basis.

B. Authorization to Update the Title VI Complaint Documentation Procedure.

Mr. Johnson stated this amendment consisted of adding more categories to the complaint form, to gather more data about the complaint.

C. Authorization **to Amend LYNX' Disadvantaged Business** Enterprise (DBE) Program Policy.

Mr. Johnson said that we submit our DBE plans to the Federal Trade Administration (FTA), but not to the Florida Department of Transportation (FDOT). In order to be in compliance, we have to submit the DBE plans to FDOT and therefore, this needs to be added to the Policy.

Chair Janer asked if there was any discussion on Committee Agenda Items 7.A. through 7.C. None was heard.

Jim Harrison moved to approve Committee Agenda Items 7 A. through 7 C. and Billy Hattaway seconded, the motion passed unanimously.

D. Authorization to Execute a Lactation Accommodation Policy to Comply with Provisions under the Pregnancy Discrimination Act.

This is a new policy and while the language is in compliance with the federal regulation, the Finance Committee requested some flexibility with time as the Federal regulation allows for only 20 minutes for nursing moms. LYNX would like to allow ample time and not penalize the employee for any extra time needed.

Chair Janer asked if there was any discussion on Committee Agenda Items 7.D. None was heard. Billy Hattaway moved to approve, Jim Harrison seconded. The motion passed unanimously.

E. Authorization to update the Family Medical Leave Act (FMLA) Policy to Comply with Provisions Under the Family Medical Leave Act of the Department of Labor, Wage and Hour Division.

Mr. Johnson stated that the policy needs to be reflective of the injured soldiers' requirement which is for 26 weeks of FMLA.

Lee Constantine moved to approve, Jim Harrison seconded. The motion passed unanimously.

F. Authorization to Update the LYNX Information Security Policy.

Mr. Johnson said we had our audit by Cherry Bekaert and they recommended an update on the security policy and other corrections were noted and made.

Billy Hattaway moved to approve, Jim Harrison seconded. The motion passed unanimously.

G. Authorization to Submit a Grant Application to the Federal Administration (FTA) FY18 Competitive Funding Opportunity, Section 5339 Low or No Emission Grant Program, for Downtown Electric Buses and Charging Equipment.

Mr. Johnson said the City of Orlando and Orlando Utilities Commission are seeking grants for 8 electric vehicles to operate on the Orange Line for LYMM- O. The funding for this project is 84 million dollars, we are asking for 8 million, but will be happy with one million dollars.

Lee Constantine moved to approve, Billy Hattaway seconded. The motion passed unanimously.

H. Authorization to Submit FY2018/2019 Service Development Grant Proposals to the Florida Department of Transportation (FDOT) and the Authority to Execute a Joint Participation Agreement (JPA) Upon Notification of Funding For Route Expansion/Enhancements and/or Technology Enhancements.

Under this grant opportunity, LYNX is seeking funding for three different actions:

1. 13 New Flexed Route Vehicles
2. 6 - **40' Buses (for potential limited stop services along 436)**
3. 120 automatic passenger cameras to place on to our fixed route buses

Jo Santiago refrained from voting as this was an FDOT matter.

Jim Harrison moved to approve, Billy Hattaway seconded. The motion passed unanimously with the exception of Ms. Jo Santiago.

I. Authorization to Submit a Grant Application to the U.S. Department of Transportation (USDOT) FY18 Competitive Funding Opportunity, Better Utilizing Investments to Leverage Development (BUILD) Program, for Southern Operations Facility Project.

Mr. Johnson stated that LYNX is seeking 25 million dollars for a Southern Operation Space. Commissioner Janer said that Osceola County is also moving forward with a BUILD Grant for widening Neptune Road in Osceola County.

Billy Hattaway moved to approve, Jim Harrison seconded. The motion passed unanimously.

J. Presentation on the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the year ended September 30, 2017. (This item was moved to Action Item 9.E.) This item was moved to Action Item 9 E (CAFR Report for year-end Sept. 2017).

8. Committee Discussion Item

FY2019 Operating Budget (Preliminary) Mr. Johnson requested we start with the Reserve Presentation and this item was pushed for after the LYNX reserves.

9. Committee Action Items

A. LYNX Reserves Presentation

Commissioner Constantine announced that he was leaving during this presentation and excused himself.

Bert Francis, Chief Financial Officer, displayed a Power Point chart with a 45, 60 and 90 day projection. The policy was established by the board in 2013 and calls for a 45 to 60 day reserve. A 60 day reserve based on the analysis is approximately \$26,000,000 to keep LYNX functional. Mr. Francis highlighted Reserves for Operations, Reserves for Contingency (Emergencies) not to exceed 5% of total budget; Reserves for Capital Funds and Debt Service. He said this projection is based on the ending of FY 2017 CAF requirements. It takes about 13 million a month to meet our obligations.

We are required to have 36 million for 45 days, 42 million for a 60-day reserve. To meet these reserves, we have a restricted fund balance and an unrestricted fund balance. Last year we went into reserves for about 1.7 million to balance the budget and it was incorporated into the projection.

Some adjustments will have to be made for FY18 due to the Union negotiations, and the one time salaries we have to pay. If approved, the increase of our adjusted excess fall will now be 2.2 million over the 45 day but about 4 million for the 60 day. The 2019 budget will be even tighter.

Jim Harrison stated that the presentation was discussed in detail in the Finance and Audit Committee. Commissioner Janer said it was imperative to monitor this closely and review every 6 months to make sure we are keeping a minimal of 45 days, especially with 2019 being a challenge. We cannot continue to dwindle down on the reserves.

FY2019 Operating Budget (Preliminary)

Bert Francis, Chief Financial Officer, gave a recap on some of the assumptions. He stated **that they used the funding model for FY19's preliminary budget. The intention is to keep** the funding partners at a 3.5 % increase for next year and continue to maximize current service levels through continuation of ongoing efficiencies. The ROS was not included in the FY19 as the impact will not be felt until FY20.

Customer Fare: the Board desired not to have a fare increase, therefore this was not included in the FY19 budget.

Federal Funding: LYNX desired to maintain the Federal Preventative Maintenance at 8.7 million (an increase to balance the budget).

State Funding: LYNX will continue to maximize the state operating assistance. The state block grant has gone up for next year.

Advertising Revenue: Mr. Francis stated that our CEO has expressed a desire to go away from the advertising on the buses, this will be a challenge from a revenue standpoint.

Other Revenues: To maximize anticipated Compressed Natural Gas Rebates. Leonard Antmann has done a great job in maximizing the interest income. LYNX had encouraging results from FY17 vs FY16, we were making \$60,000 a year in interest income and now we are making \$60,000 a month.

On the Expense side: There is an increase in salaries consistent with our funding partner increases, we have a labor contract that has to do with top of grade and step increases. For the last two years, we did not have a union contract and as a result, we had built up the reserves. These funds had to be used to balance the budget in the FY18 adjustment. In the FY19 it has gone higher now.

LYNX is getting encouraging results from the Self Insurance Health Program from FY17 vs FY16, and it is too early to tell. We will have a better idea as we get to FY18 since we changed it to a more traditional plan. We received good rebates from the drug prescription plan since we piggy backed off of Orange County. This helped out with about \$350,000 in rebates last year.

Fixed Route/Paratransit Neighbor Link services: We continue to right size through Mobility Management. It will continue to grow, there will be a slight increase next year that is **unpredictable as we don't know where the trips are going to be.** These will have to be continued to monitor.

Fuel Programs: We will continue to do the CNG programs to stabilize fuel costs and add fuel hedging.

Service Expansion: The impact of SunRail Phase II expansion will be included this summer when we receive the final numbers. Road Rangers is also out there.

Technology Projects: There are several projects mainly on the capital side that are not in the budget yet. New tracking system for Risk Management is not yet in there either. Currently working on the payroll process that may save us approximately \$50,000 a year in operating costs, while getting a better system.

Facility Relocation and Improvements: We are also looking at relocating Paratransit Operations from LB McLeod to NoPetro land, this will save us on our leave funds. The upgrade of our security cameras are also long overdue.

On the Operating Budget, Revenues are slightly less than last year and Operating Expenses are a little less (the union contract had an impact). There is a deficit and we need to go into reserves again for about 1.7 million dollars to make the budget balance.

Mr. Francis proceeded with the power point illustration discussing the revenue side of FY18 budget vs FY19 budget.

Customer Fare increases were not included, and the ridership has slipped. The projection is based on current ridership, and if ridership continues to slide, that number may be hard to achieve.

Contract services, the money we get for TD and other new contracts from UCF and Seminole State Colleges.

Advertising Revenue has done very well and we bumped that up to 2.2 million.

The Advertising and Trade is about the same.

Interest Income is a much higher level of interest than last year and this is helping.

Federal Revenue, last year we had some conversion of funds from State Revenue that should have been in Federal Revenue. Federal Revenue is a combination of formula funds and how they calculate based on ridership and miles. If ridership continues to slide we may not make the projected number.

Local Revenue are funds we receive from our funding partners, not everyone pays 3.5%. It has to do with the City of Orlando and how we put LYMMO to the model. It is 3.5% from the funding partners. Our total revenue is up a little from last year and to balance the budget last year we had to put 1.7 million dollars out of reserves to balance.

The proposed budget amendment requires another 2.3 million dollars. **It's the one-time** adjustments on the salaries and other things to include fuel adjustments. For next year, we will have to tap into the reserves for about 1.7 million dollars to balance this out. This is critical given what was just discussed in the reserve analysis report that was provided. Chair Janer said we will have to continue to tweak this and seek to possibly increase this more in 2020. One of the areas of grave concern is the Mobility Management and Transportation and what she thought was going to be a savings and seems the costs keeps going up. She would like to do an analysis as to how many trips they thought they were going to have in 2017 and 2018 and see how many actually came in. To give them

an understanding of what the uptick is on that,, to help understand this more as they discuss additional contributions for the coming year. This will also help their boards understand. She does not foresee us ever stop advertising on the buses. Two million dollars is a lot of money. Mr. Johnson stated that it is not that they want to discontinue advertising, it is a new way of branding and would like to come up with a new strategy for the advertising of the buses.

9.B. Recommendation to Amend the FY2018 Operating and Capital Budgets.

Bert Francis, Chief Financial Officer, reviewed a Power Point Presentation with the recommendations to amend the FY2018 Operating and Capital Budgets. He stated there are certain requirements to amend the FY18 Operating budget. We have an adjustment that will have to come out of fund balance to satisfy the requirements of the Union Contract. We talked about 2.3 million dollars in salaries alone. There were needs in the fuel side which ran higher than anticipated. The hit on reserves is what was projected but in different components. This portion has already been taken care of.

There are more LYNX generated reserves, we will bump up interest more to cover the requirements we have to adjust.

On the Federal side, there were additional Federal funds we figured that was anticipated to come in at one level and it came a little higher. We have about \$158,000 in UZA grants that is about 18.1 million dollars. Total revision is about 2.7 million dollars in reserves (primarily being driven by cost centers). The salaries and wages in Union contract. The \$225,000 in other services that were approved in previous meetings on some of the studies we did and were approved to take out current earnings in reserves.

The fuel is running higher than projected. We're requesting funds from fuel reserve to balance the budget about \$900,000. Utilities is running a little lower than budget. That was moved down to cover some of the increases. Taxes and tags are taxes on the fuel. In the March meeting, approval was received for an adjustment on an AMB contract for \$124,000. Some funds are being used to offset that. This has driven the operating expense side to 2.7 million dollars. This is how it would be funded, coming out of reserves and other requirements.

On the capital side, last year when the preliminary budget was done, (April, May & June), more of the Federal contributions were used in the state than it was anticipated by the end of the year. Funds were taken from that for the current year and since it was used last year, we are adjusting the capital roll over about \$726,000. A little more money was used in July, August & September of last year than what was expected. That is why capital numbers are a little less than it was originally budget.

Mr. Francis asked the committee for approval to move forward for the Board's consideration.

Jim Harrison moved to approve, Billy Hattaway seconded it.

9.C. Authorization to Implement Proposed Service Changes Effective July 15, 2018

Bruce Detweiler, Manager of Service Planning, requested authorization to implement proposed service changes effective July 15, 2018.

Billy Hattaway moved to approve, Jim Harrison seconded. The motion passed unanimously.

9.D. Authorization to Adopt a System Safety Program Plan (SSPP) that Complies with or Exceeds the Established Safety Standards Set Forth by Chapter 14-90 of the Florida Administrative Code

Mr. Johnson provided a brief presentation and indicated that background checks are required by FDOT and we should conduct them every two years.

Billy Hattaway moved to approve, Jim Harrison seconded. The motion passed unanimously.

9.E. Presentation on the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2017.

Mr. Rob Conrad from Cherry Bekaert, presented the Audit results for year ending 2017. He referenced a hand out and said the financial statements were issued back in March. Financials are due for the Government and Finance Officers Association Certificate of Achievement Program. In addition, they also provide financial statements in association with their filing that is required with the Federal Audit Clearing House. The GFY is currently reviewing the report.

Mr. Conrad outlined the scope of services for LYNX and a summary of audit results. The unmodified opinions were provided on the Financial Statements as well as major Federal and State Grants and they provide a schedule of findings. There were no findings on that schedule. They issued a report on Internal Control on Compliance matters and there were no findings on these.

They issued a Management letter and there was a comment on the Information security manual which was just approved. There is also the training and implementation of the manual and policy. There was a comment on self-insurance, just to ensure things are organized for the actuary and all the claims and the information. They issued the agreed upon procedures report National Transit Data Base and there were no findings associated with this report. The issuance of examination report by investment policies was also cleared.

Under the required communications, there were no items of significant matters and no changes that need to be implemented. There will be changes in this coming year with the post-employment benefits as there will be additional accrual benefits for FY18. We will be seeing an increase on the post-employment benefits this year.

Mr. Conrad reviewed the financial highlights and discussed briefly the financial position and changes in net position.

The FTA has a requirement for this coming fiscal year for them to review statistical information every 10 years separate from the National Transit Data Base.

10. Committee Information Item

10.A. Update on LYNX Forward

Doug Robinson, Chief of Planning presented the LYNX Forward presentation. He reminded the committee that the Route Optimization Study is part of our LYNX Forward initiative and is coupled with our Transit Development Plan Update. He stated that the stratification that the services range from mobility with express services that are using limited access facilities and stay on major arterials and **highways and down to the neighborhoods. It's about access and finding methods** of delivering services to all facets.

The ROS system will not be implemented for 2019, but he stated he is hoping for short term improvements that will get us in that direction. The idea is to maintain a cost neutral approach and seek opportunities to make our services in line with the near term plan, yet sensitive to current budget situation and not have a negative impact on our riders.

Some of the short term updated improvement consists of bus stop consolidation. With ROS coming back for approval, a signage change that will help us with a **new look and feel to the system. We're working with funding partners through the Technical Advisory Committees to get our long term plan. We're going to be** modeling that system and working our way back to something that is cost feasible in the near term. Our capital and operating improvements over the next 10 years are supposed to be developed as part of ROS efforts. He stated that he needs to reach out to DOT to request an extension of our TDP annual update. Every year LYNX does a TDP annual update, every 5 years we do a major update and just finished a major update with the exception of copulating our operating improvements in the 10 year plan. LYNX has requested latitude from DOT to get into the annual update because the ROS is not complete. It is the driving force behind the restructuring of our services.

11. Other Business:

Mr. Johnson announced that LYNX is celebrating their Silver Anniversary and Ms. Homler, Chief Administrative Officer, presented a Power Point introducing our new logo and stated that there were several scheduled activities in the next few months that include 25 days of giveaways (small trinkets); LYNX trivia; a National Arts Program (Employees and Family can showcase their talents) kicking off in September; a Listen and Learn (Open doors to community); Buses, Bikes and Back Pack Partnership with Ace Café - filling the bus with school supplies; Employee Holiday celebrations of Hanukah, Kwanza and Christmas. There will be an employee social so that we can celebrate together for the holidays. We will roll out the 25th Anniversary bus and a throw-back bus of our tri-county transit days as part of our 25 years of service.

Mr. Johnson requested that the board members assist with displaying the art from the winners of our of art contest in their establishment to make this a traveling art show.

The meeting adjourned at 12:07 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the December 7, 2017 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Oversight Committee Discussion Item #6.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6017

Item Name: Paratransit Update Presentation

Date: 7/26/2018

LYNX Staff will provide an Update on Paratransit

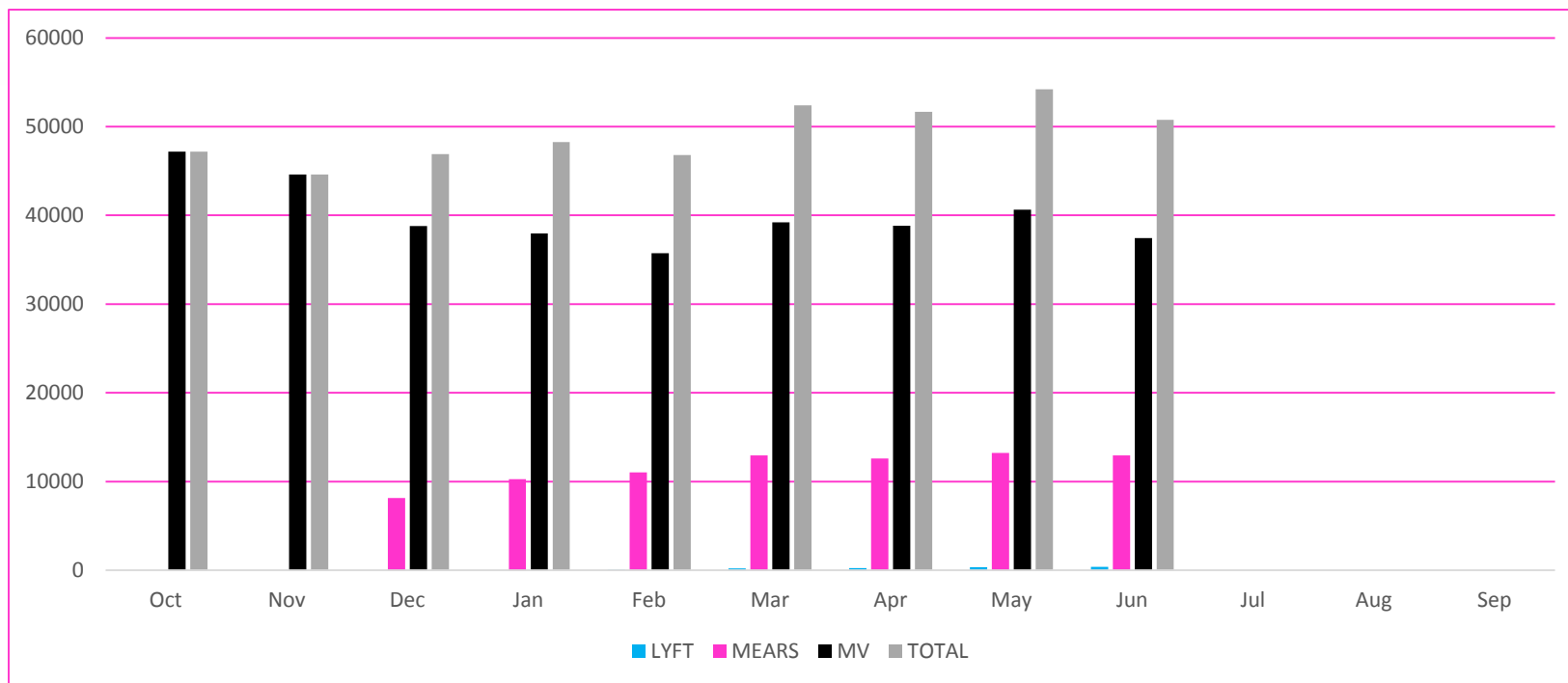
Central Florida Regional Transportation Authority

Mobility Management Services UPDATE

Total ACCESSLYNX Ridership FY18

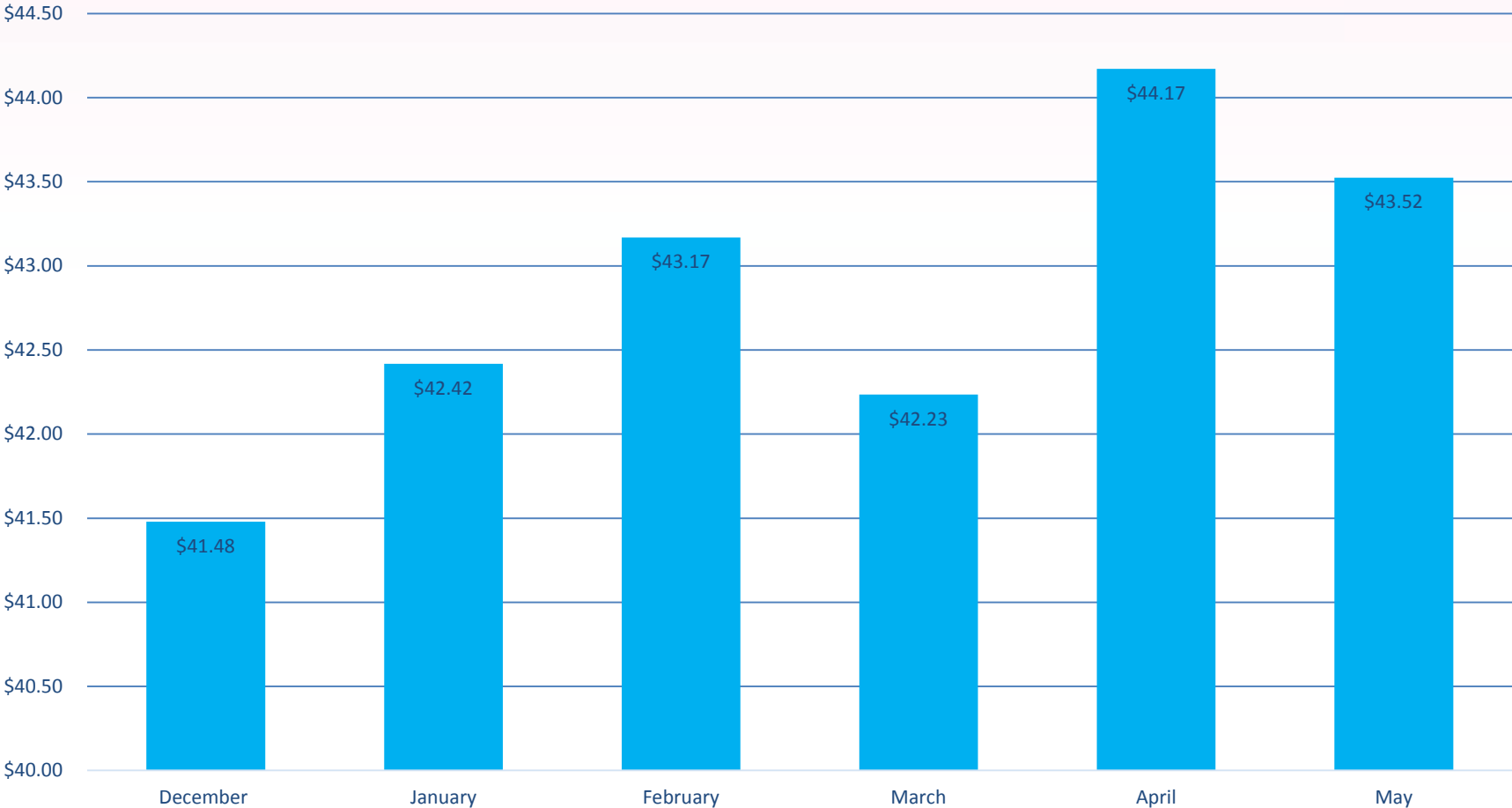


Month	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
LYFT	0	0	0	0	9	222	245	359	389	0	0	0
MEARS	0	0	8128	10,283	11,048	12,938	12,595	13,218	12,938	0	0	0
MV	47,195	44,624	38,794	37,967	35,730	39,233	38,827	40,637	37,454			
TOTAL	47,195	44,624	46,922	48,250	46,787	52,393	51,667	54,214	50,781			



Note: LYFT Ridership below 500 per month

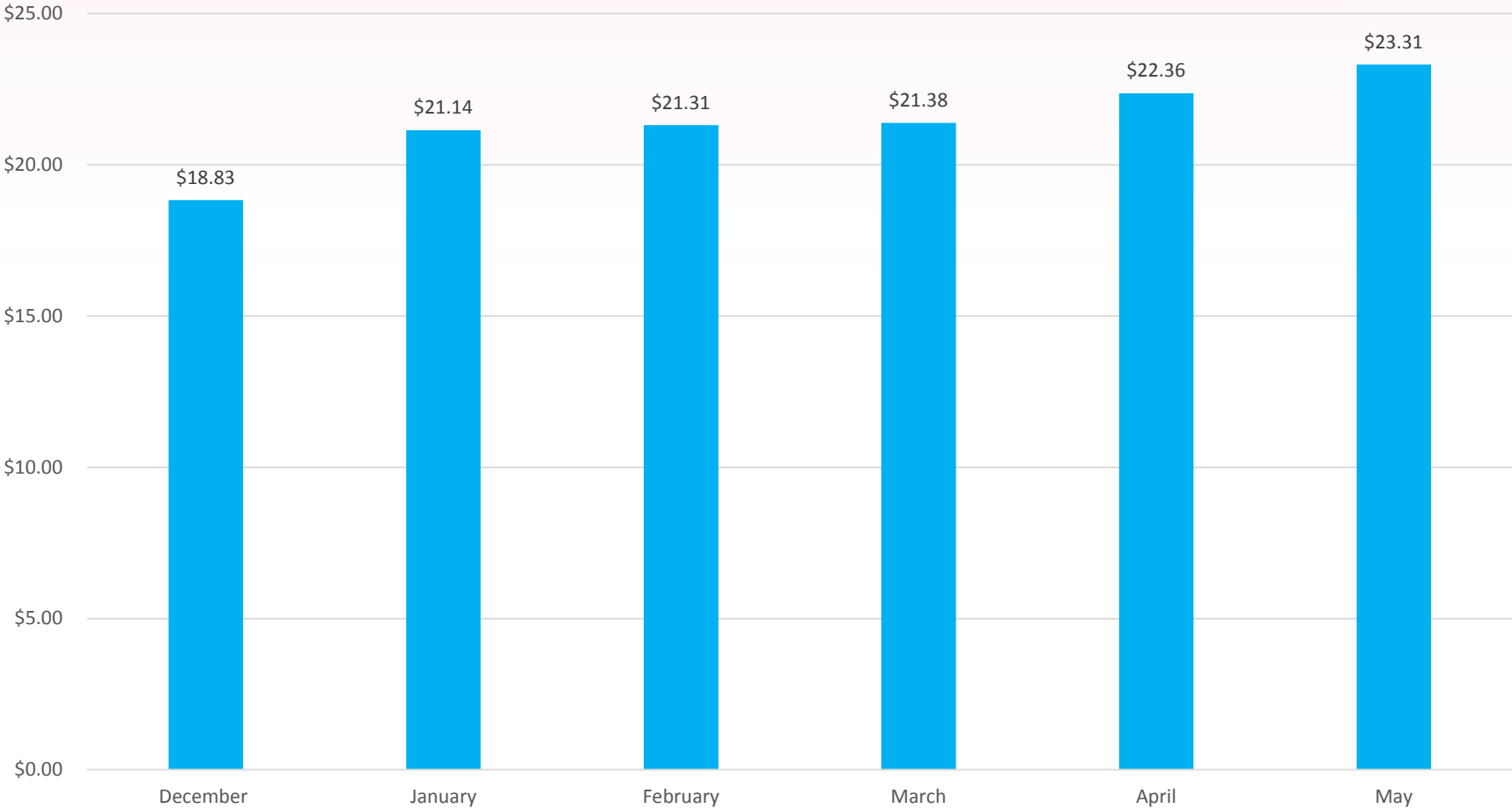
ACCESSLYNX – MV Transportation – Average Cost Per Trip



Note: Cost Per Trip calculation based on Amount Invoiced via established tier structure divided by actual trips



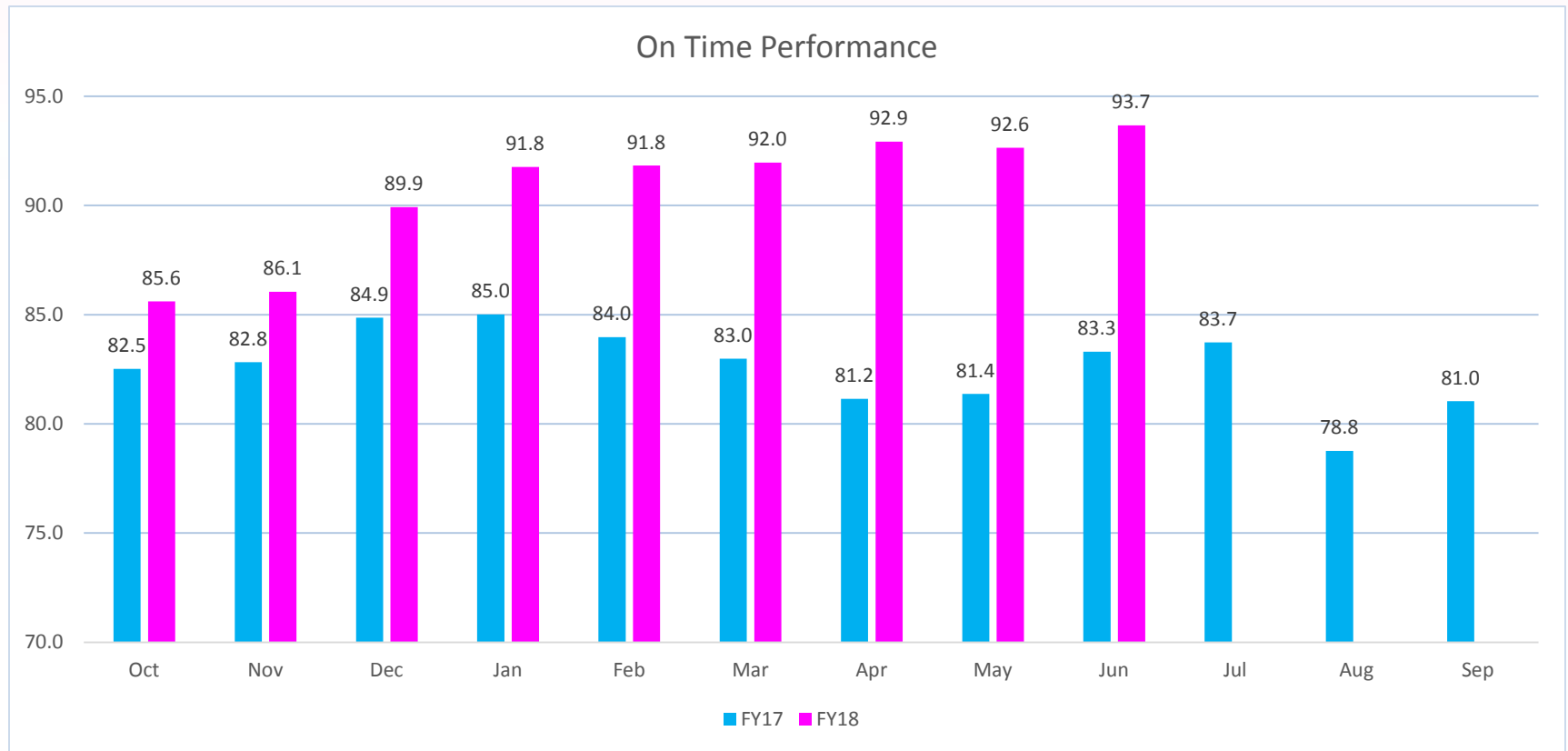
ACCESSLYNX – Mears – Average Cost Per Trip



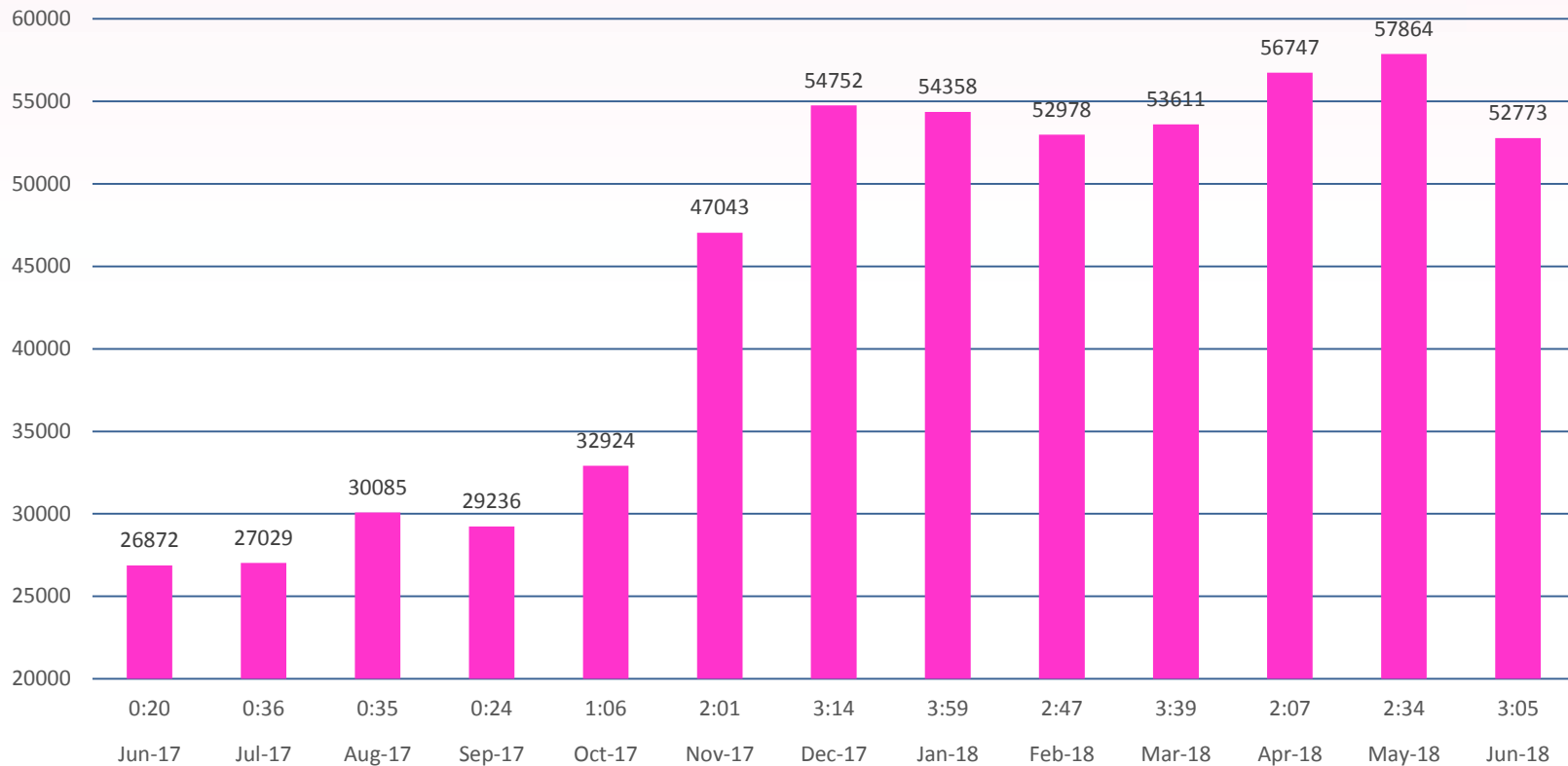
ACCESSLYNX - On Time Performance



MV Transportation	FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun.	Jul	Aug	Sept
On-Time Performance	2017	82.5%	82.8%	84.9%	85.01%	83.97%	82.98%	81.15%	81.37%	83.30%	83.73%	78.76%	81.04%
	2018	85.61%	86.05%	89.92%	91.77%	91.83%	91.97%	92.9%	92.6%	93.7%			



Call Center – Average Hold Times with Call Volume



Note: Combined Fixed Route and ParaTransit Call Center Services Established October 2017



CONCLUSION:



- **Fill five vacant call center positions**
 - **1 Customer Relations Coordinator**
 - **5 Customer Service Representatives**
- **On-Going Training to ensure staff readiness**
- **Continued review of best practices for call center**

Thank you!

LYNX Oversight Committee Agenda

Oversight Committee Discussion Item #6.B.

To: LYNX Oversight Committee

From: **Selita Stubbs**
INTERIM DEPUTY DIRECTOR OF MOBILITY SERVICES
Selita Stubbs
(Technical Contact)
Nanette Stephens
(Technical Contact)
Rose Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6039

Item Name: Transportation Disadvantaged Presentation

Date: 7/26/2018

LYNX Staff will provide a Presentation on the Transportation Disadvantaged

Central Florida Regional Transportation Authority

Mobility Management Services

Florida Commission for the Transportation Disadvantaged (FCTD)

**Community Transportation Coordinator (CTC)
2016 – 2017 Audit
For
Orange, Osceola, and Seminole Counties**

**FCTD Project Manager: Sheri Powers
CTC Monitoring Liaison: Kyle Mills
Audit Reviewers: Alex Frey and Gabe Crook**

**Monitoring Period
July 1, 2016 to June 30, 2017**

Documents required by June 1,2018

- Audited Financial Statements for CTC
- Any agency review and monitoring reports issued
- Policies and Procedures for CTC, including Drug & Alcohol, complaint/grievance procedures
- List of contractors
- Purchasing agency information
- Contract template
- TDSP
- Monitoring plan
- Cooperative agreements
- TD Rate calculation policies and procedures
- Internal control survey
- AP aging report
- List of organizations that purchase services from CTC
- List of drivers
- SSPP
- Rider brochure
- List of coordination contracts
- Methodology for trip calculation
- Operational Data report sample
- Record retention policies
- Accident reporting policies

June 11 and June 12, 2018

- **Additional Documents requested:**
 - **Contract copies**
 - **AOR supporting data documentation**
 - **Driver Training records**
 - **Internal Control Survey documentation**
 - **Eligibility supporting documentation**
 - **Rate worksheet supporting documentation**

Date: June 12, 2018

The following two (2) Suggestions were noted:

- **Supporting Documents for the Rate Model and Annual Operating Report (AOR)**
 - Provide supporting documents for the current Rate Model and the AOR
 - strengthened processes to include the maintenance of documents and internal controls to review documents (who will prepare, review, evidence and sign-off process)

- **Develop a formal Cost Allocation Plan**
 - Process to determine the allocation percentage of the CTC Coordinator and the CTC Executive Director positions.

The following finding was noted:

- **Current Year Finding:**

The CTC shall only provide non-sponsored transportation disadvantaged services purchased with Transportation Disadvantaged Trust Fund monies.

CTC unable to provide evidence for ADA riders included within the Transportation Disadvantaged Trust Fund invoices.

Two occurrences noted out of the 40 rides tested, that ADA trips billed within the Florida Commission for the Transportation Disadvantaged invoices were incorrectly billed.

- **The following recommendation was noted:**
 - **Develop appropriate controls to mitigate the risk of ADA trips included in Florida Commission for the Transportation Disadvantaged billings**

Thank you

LYNX Oversight Committee Agenda

Oversight Committee Discussion Item #6.C.

To: LYNX Oversight Committee

From: Matthew Friedman
DIRECTOR OF MARKETING COMM
Matthew Friedman
(Technical Contact)
Ivelisse Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Vanpool Presentation

Date: 7/26/2018

LYNX Staff will provide a Presentation on Vanpool.

LYNX Vanpool

Overview

What is it?

- ▶ A group of 4-15 people commute together on a regular basis.
- ▶ One primary driver with, at least, one alternate.
- ▶ Group determines daily schedule and route.
- ▶ Includes insurance, roadside assistance, and a fuel card linked to group account.
- ▶ Contract is between coordinator and vanpool.

Benefits

- ▶ Saves customers time and money.
- ▶ Stress free commute.
- ▶ Decrease carbon emissions.
- ▶ Reduces wear and tear on personal vehicles.
- ▶ Reduces traffic congestion.

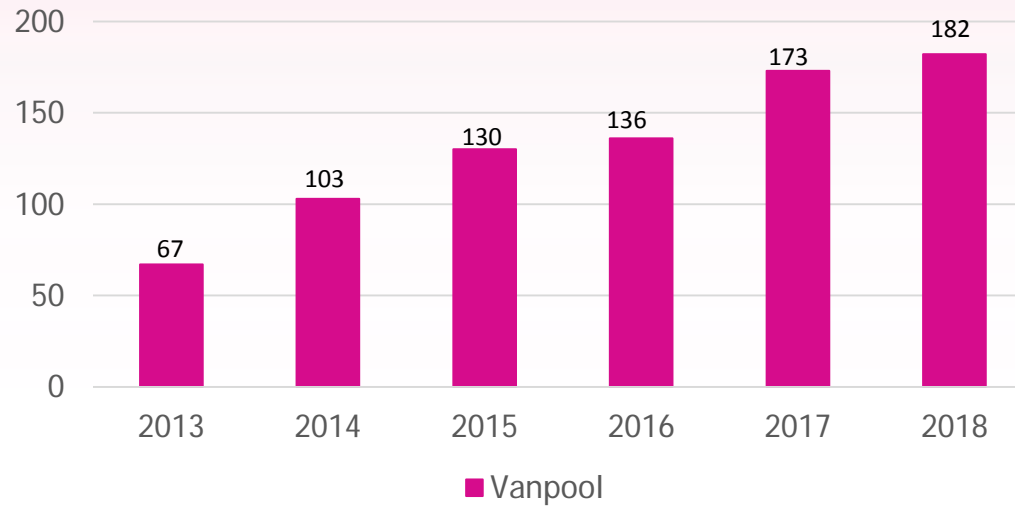
Services

- ▶ Allows multiple trips to be made per day to one location or another.
- ▶ A hired driver who undergoes mandatory DOT testing.
- ▶ Must complete a daily log on number of passengers carried and van's hours of operation.
- ▶ Contract is between the agency and vanpool program.

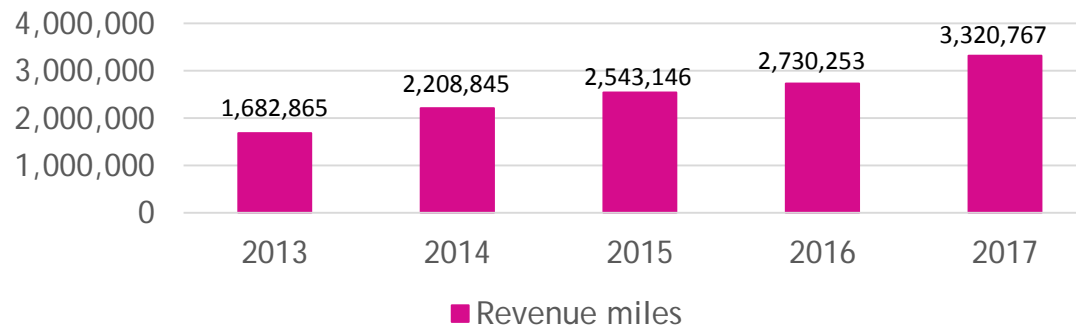
Notable Agencies

- ▶ Brightstart Pediatrics (9 vans).
- ▶ Central Florida Group Homes (8 vans).
- ▶ Primrose Center (5 vans).
- ▶ Osceola Council on Aging (3 vans).

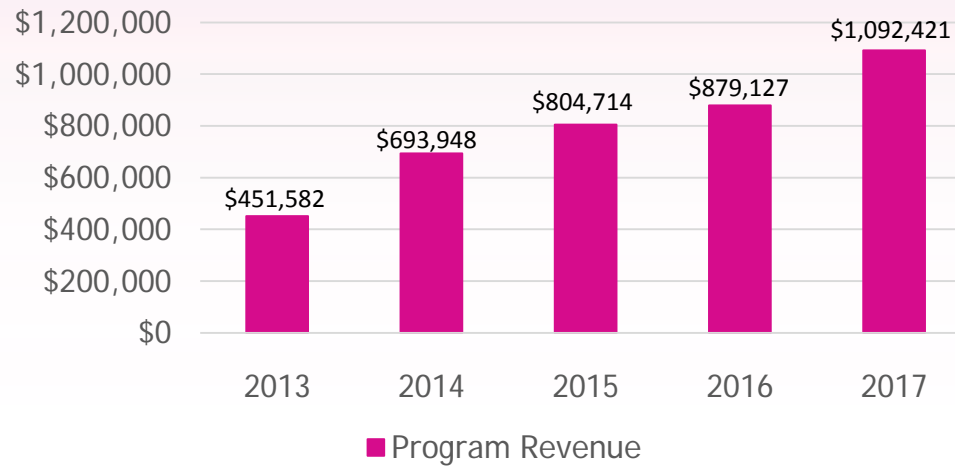
Vanpools



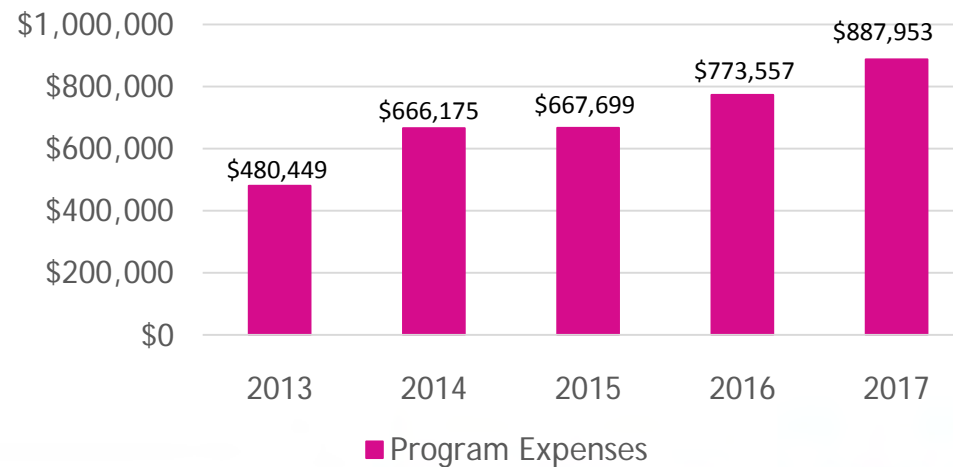
Revenue miles



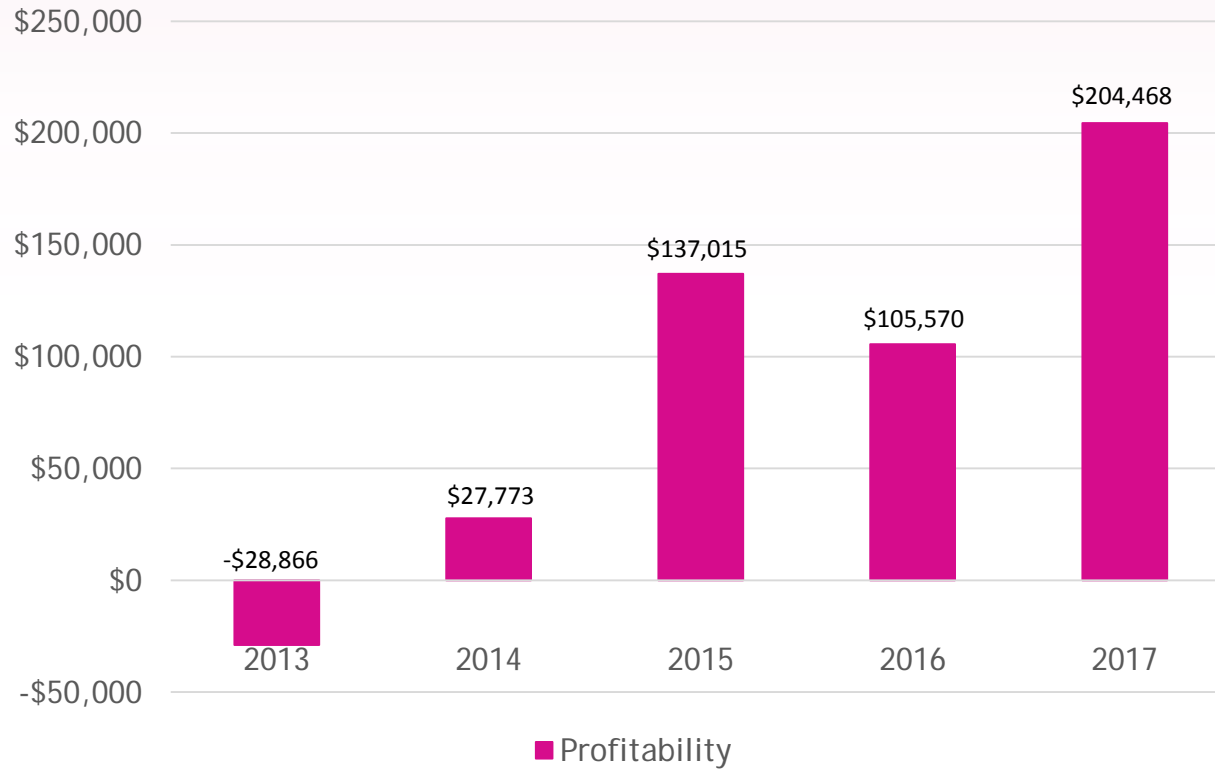
Program Revenue



Program Expenses



LYNX Profitability



- ▶ Consistently having vanpools waiting to be formed – 28 on order with 12 for expansion.
- ▶ Reducing the age of fleet - dramatically reduces maintenance costs in the future.
- ▶ Growth is relative to amount of vehicles purchased for program.
- ▶ Currently phasing out Turtletops for non-agency use.

Thank You

LYNX Oversight Committee Agenda

Oversight Committee Discussion Item #6.D.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6019

Item Name: Autonomous Vehicle Presentation

Date: 7/26/2018

LYNX Staff will provide a Presentation on Autonomous Vehicles

Autonomous Vehicles

Bus Rapid Transit



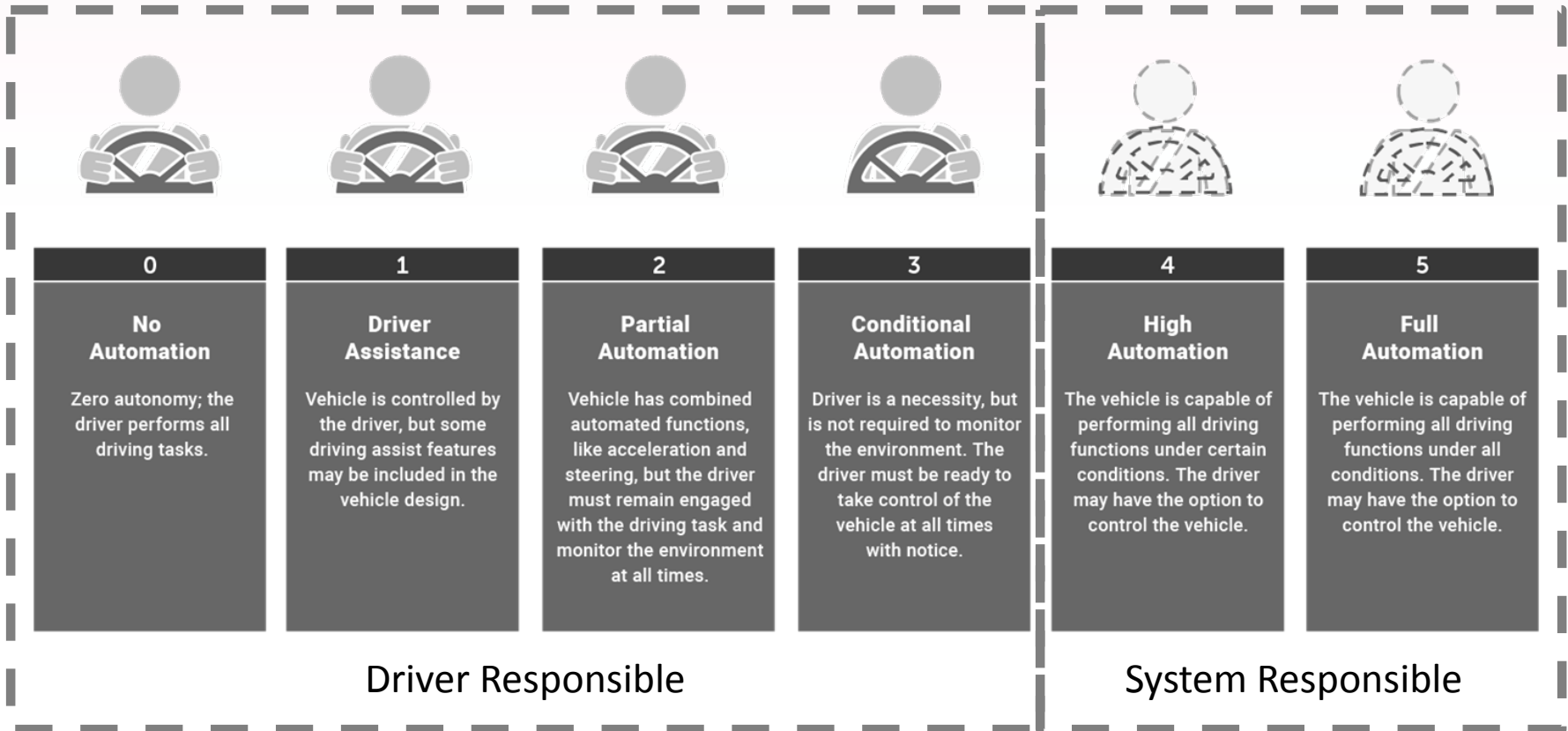
Federal Transit Administration

43 of 65

Levels of Automation

SOCIETY OF AUTOMOTIVE ENGINEERS (SAE) AUTOMATION LEVELS

Full Automation



Strategic Transit Automation Research



The Federal Transit Administration's STAR program will explore the use of vehicle automation technologies in bus transit operations. The goal of the program is to advance transit readiness in automation by:

- Conducting enabling research to achieve safe and effective transit automation deployments
- Identifying and resolving barriers to deployment of transit automation
- Leveraging technologies from other sectors to move the transit automation industry forward
- Demonstrating market-ready technologies in real-world settings
- Transferring knowledge to the transit stakeholder community

Strategic Transit Automation Research

- Smooth Acceleration and Deceleration
- Emergency Braking and Pedestrian Avoidance
- Curb Avoidance
- Precision Docking
- Narrow Lane/Shoulder Operations
- Platooning

Transit Bus Advanced Driver
Assistance System (ADAS)
Levels 1 and 2

- Circulator Bus Service
- Feeder Bus Service

Automated Shuttle
Level 4

- Precision Movement for Fueling, Service, Wash
- Automated Parking and Recall

Maintenance, Yard & Parking
Level 4

- Automated First/Last Mile
- Automated ADA Paratransit
- On-Demand Shared Ride

Mobility-on-Demand Service
Level 5

- Automated Bus Rapid Transit

Automated Bus Rapid Transit
Level 4

Strategic Transit Automation Research

Integrated Demonstrations






- Transit operations and maintenance
- Fuel and emissions
- Service quality
- Safety
- Passenger experience, comfort
- Acceptance
- Accessibility
- Travel options and mode choice
- Fare collections
- Cost-effectiveness

FY 2018	FY 2019	FY 2020	FY 2021	FY2022
	Automated ADAS (L1, L2)			
	Automated Shuttles (L4)			
		Maintenance, Yard & Parking (L4)		
			Automated Paratransit (L5)	
			Automate First/Last Mile (L5)	
			On-demand Shared Ride (L5)	
			Automated Bus Rapid Transit (L4)	

Central Florida Automated Vehicle Partnership



The mission of the Central Florida Autonomous Vehicles Partners is to collaboratively promote the advancement and adoption of multimodal operational and safety guidance for testing all aspects of automated vehicles, provide diverse proving grounds for researching, developing, demonstrating, and deploying the latest automated vehicle technology and ensure the sharing of data to advance the understanding of the related evolving technologies and inform the development of policy.

Simulation and Testing	Controlled Environment	Open Environment
UCF 	SunTrax 	City of Orlando
Florida Poly 	Kennedy Space Center 	FDOT
FAMU-FSU 		FTE
		LYNX

LYNX Automated Vehicle Initiative



LYNX and its partners at MetroPlan, the City of Orlando and the Florid Department of Transportation are interested in identifying and understanding the implications of autonomous vehicle technology and its application in the Orlando metropolitan area to support current and future transit service initiatives and investments.

LYNX will utilize \$300,000 to secure consultant services to develop the Request for Proposals (RFP) that will define how best to develop and deploy and automated vehicle program that will meet the needs of LYNX and its partners while focusing on meeting needs of the users of the service.

Questions

LYNX Oversight Committee Agenda

Oversight Committee Discussion Item #6.E.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6058

Item Name: FY2019 Proposed Capital Budget

Date: 7/26/2018

ACTION REQUESTED:

LYNX Staff will provide an overview of the FY2019 Proposed Capital Budget.

FY2019 Capital Budget (Preliminary)

Presented to the
LYNX Oversight Committee
by Bert Francis
Chief Financial Officer
July 26, 2018

Key Capital Budget Assumptions

- Enhance LYNX facilities
- Fare Collection Enhancements
- Fleet to support all service modes
- Passenger Amenities Program improvements
- Enhancement of security and surveillance systems
- Continued Technological Improvements

FY2019 Preliminary Capital Budget Overview



<u>Capital Contributions</u>	<u>FY2019 Preliminary Budget</u>	<u>FY2018 Adopted Budget</u>	<u>% Change</u>
Capital Contributions	\$ 101,641,032	\$ 63,580,474	59.9%
Capital Expenditures	<u>101,641,032</u>	<u>63,580,474</u>	<u>59.9%</u>
Total	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>

FY2019 Preliminary Capital Budget

by Category



Description	FY2019 Preliminary Budget	FY2018 Adopted Budget	Dollar Amount Change
BRT	\$ 501,537	\$ 808,304	(306,767)
Facilities	10,214,163	5,999,648	4,214,515
Passenger Amenities	17,951,420	14,438,436	3,512,984
Security	2,256,301	752,837	1,503,464
Support Equipment	5,228,441	5,966,504	(738,063)
Technology	4,191,022	4,196,306	(5,284)
Support Vehicles	270,996	327,940	(56,944)
Revenue Vehicles	61,027,152	31,090,499	29,936,653
Total	\$ 101,641,032	\$ 63,580,474	\$ 38,060,558

FY2019 Preliminary Capital Budget Contributions



Capital Contributions	FY2019 Preliminary Budget	FY2018 Adopted Budget	Dollar Amount Change
Federal	\$ 98,675,594	\$ 59,730,965	\$ 38,944,629
State	728,162	1,080,235	(352,073)
Local	2,237,276	2,769,274	(531,998)
Total	\$ 101,641,032	\$ 63,580,474	\$ 38,060,558

FY2019 Capital Budget - Calendar



Final Board Action

September 28

FY2019 Commences

October 1

Oversight Committee Action Item #7.A.

To: LYNX Oversight Committee

From: Tiffany Homler
CHIEF ADMINISTRATIVE OFFICER
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Exercise the Second Option Year of Contract #14-C28 to Enterprise Leasing Company of Orlando, LLC for Vanpool Support

Date: 7/26/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #14-C28 with Enterprise Leasing Company of Orlando, LLC for vanpool operations. This contract does not have a set annual payment to LYNX. The payments to LYNX fluctuate annually based on the number of vehicles in the program.

BACKGROUND:

LYNX Vanpool Program was developed 25 years ago to provide additional commuter options for the Central Florida community to get to work. The vanpool program offers individuals who live and work in the same area a reliable, affordable method to get to work each day. LYNX staff is responsible for overseeing the vanpool contract.

Enterprise Leasing Company of Orlando, LLC, on behalf of LYNX, manages the entire rideshare matching process and assists employers with the implementation of commuter programs and formation of vanpool groups as well as maintaining ridership and vanpool participation. Enterprise Leasing Company of Orlando, LLC also oversees the fleet management component of the operation. Fleet management includes scheduled maintenance and repairs, tires, towing, wash and detail. The contract also includes the insurance to cover both commuter and agency vanpools.

The LYNX Vanpool program currently consists of one hundred ninety-four (194) vans. The program has realized significant growth and profit during the past three years and continues to be a popular commute option.

The following are the program results for FY2016, FY2017 and Projected FY2018 for the LYNX vanpool program.

**LYNX Vanpool Program
Contract #14-C28**

	FY2018 Projected	FY2017 Actual	FY2016 Actual
Vehicle Service Fees:			
LYNX - Vanpool & Agency Fares	1,108,600	1,092,421	879,127
Enterprise - Vehicle Service Fees	(607,730)	(602,695)	(487,226)
Admin. Costs	(294,293)	(285,258)	(286,332)
Net Program Revenue	206,577	204,468	105,570
 5307 Funding Generated by Program	 1,000,000 *	 1,069,366	 928,720
Total Economic Benefit to LYNX	1,206,577	1,273,834	1,034,290

*Estimate based on prior years actual award

The net program revenue is direct income for LYNX. The 5307 funding generated by the program may be used to acquire additional program or other Authority vehicles. Thus the program represents an overall financial benefit to LYNX in excess of \$1.0m/year.

LYNX issued RFP 14-R05 for Van Pool Services on May 19, 2014. The LYNX Board approved a three (3) year contract with two (2) one (1) year options on July 24, 2014. This is the last option year which will begin Oct. 1, 2018.

FISCAL IMPACT:

LYNX staff did not include an amount for the net Vanpool program revenue in the FY2018 Adopted Operating Budget. Upon Board approval, the FY2019 Operating Budget will include an estimate for Vanpool program revenue.

Oversight Committee Action Item #7.B.

To: LYNX Oversight Committee

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Jeffrey Reine
(Technical Contact)
Douglas Robinson
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Allow for the Additional Funding to WSP, Inc for the Design and Engineering of the Pine Hills Bus Transfer Center

Date: 7/26/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or his designee be allowed to negotiate and issue the remaining project budget through a purchase order in a cost not to exceed \$1,168,500.00 to WSP, Inc. for the continued design and engineering of the Pine Hills Bus Transfer Center. This will allow for the issuance separate task orders to WSP for preliminary design, final design, and construction inspection services to complete the project. As part of the approval of the FY 2018 capital budget, the Board of Directors approved a total project budget of \$3,900,000.00.

BACKGROUND:

In September 2011, LYNX lost the ability to use the former Park Promenade shopping center (now known as MaxPlaza). From 2011 to 2014, LYNX made use of an existing roadway loop three miles away from this location to allow for bus turnaround. This affected route reliability, on-time performance, passenger and driver convenience and overall operating costs.

In 2014, a design charrette was held by the American Planning Association (APA) to discuss issues/opportunities to implement a Pine Hills Town Center near the intersection of Pine Hills Road and Silver Star Road. As part of this, a transfer center was identified as critical in this area to make a town center concept work. Following this, LYNX was awarded a Ladders of Opportunity Grant from the Federal Transit Administration to pursue further design, engineering and construction of this facility. Pursuant to this, LYNX engaged general planning consultant, VHB, to perform an analysis of available sites in the Pine Hills area. After the consideration of 6 sites, the site identified in the APA document was concluded to be the best site to build.

LYNX Board Agenda

Between 2015 and 2016, LYNX began the process of land use, zoning changes and federal categorical exclusion documents required to make use of the property as a bus transfer center, which resulted in the purchase of the site owned by the Urban League of Greater Orlando. The property purchase was completed April of 2017.

In April 2017, LYNX released a Request for Proposal to support the aforementioned design and engineering of the site which was awarded to WSP in June 26, 2017 following a competitive process. Since January 2018, LYNX has been diligently working with both internal and external stakeholders on the project. A presentation has been included with this board item that details these efforts. Numerous public meetings have been attended with the capstone being a public design charrette held at Evans High School in April 2018. The design charrette resulted in a preferred site plan which is moving into final design. Conceptual design was completed in July 2018.

LYNX staff and WSP are currently negotiating the final fee schedule for final design and construction engineering as well as potential cost sharing for this project.

In order to ensure that fiscal control is maintained during this process, LYNX will issue individual task orders to WSP for preliminary design, final design and ultimately construction engineering and inspection based on established project management controls already in place.

FISCAL IMPACT:

LYNX staff included \$3,900,000 in the FY2018 Adopted Capital Budget for the Pine Hills Transfer Center.

Oversight Committee Action Item #7.C.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Release a Request for Proposal (RFP) to Procure
Consultant Services for Autonomous Vehicles for the BRT/LYMMO Routes

Date: 7/26/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) to procure consultant services for Autonomous Vehicles for the BRT/LYMMO routes.

BACKGROUND:

The LYNX Board of Directors has directed the Chief Executive Officer (CEO) to integrate more technology into the operation of LYNX to improve customer satisfaction and confidence in the agency and its service delivery. In accordance with that directive, LYNX has partnered with the Florida Department of Transportation (FDOT), MetroPlan Orlando, City of Orlando, and University of Central Florida to understand the opportunities and capabilities of Autonomous Vehicles Services for the downtown Orlando BRT (LYMMO).

The cross-functional team developed and released a Request For Information (RFI) targeting qualified Respondents knowledgeable in the design, development and implementation of Autonomous Vehicles (AV) for Transit Authorities to research and understand the current capabilities of the technology and assess the feasibility of operating in a mixed traffic environment (with a fixed structured route). We received six (6) responses and much interests from qualified providers.

Information obtained through the Request for Information (RFI) may be used to understand the Autonomous Vehicle technology, the capability of this technology in our current operations, and to develop a Request for Proposal (RFP) for a Pilot Program. This Pilot Program will provide valuable information regarding this technology and the public reaction/acceptance to this technology in targeted service areas.

LYNX Board Agenda

After review and careful consideration of the responses received, the team deemed it would be in LYNX best interest to secure a consultant who is an expert in this fast evolving field to assist in the planning and implementation for any proposed services. Once this has been completed, Staff will request LYNX Board of Directors Authorization to release a Request For Proposal (RFP) for the Autonomous Vehicle services.

FISCAL IMPACT:

LYNX staff included \$300,000 (\$100,000 from City of Orlando, \$100,000 from Metroplan and \$100,000 from 5307 Grant) 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.

Oversight Committee Action Item #7.D.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Award a Contract to Cummins Sales and Service for the Procurement of Remanufactured Cummins Engines for a Total Not-To-Exceed amount of \$264,580.00 for a Period of One (1) Year.

Date: 7/26/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a contract with Cummins Sales and Service for the procurement of Remanufactured Engines for transit buses for a total contractual Not-To-Exceed amount of \$264,580.00 for a period of one (1) year. The below table depicts the annual Not-To- Exceed amount:

Fiscal Year	Model Year	Number of Buses	Annual Not To Exceed Amount
2018	2012	10	\$264,580.00

BACKGROUND:

LYNX Fleet Maintenance Division adopts a strict preventative maintenance policy for LYNX fleet of 313 transit buses. However, as our fleet ages, major repairs/replacements are necessary.

We have developed a five-year plan to replace engines as they reach their end of life. The bus model years range from 2012 through 2015 for approximately 67 buses. This plan has allowed the identification of the buses that meet the specified criteria. LYNX will schedule the replacement engines in a manner that maximizes efficiency, and enhances operations, at a competitive price.

PROCUREMENT SUMMARY:

On February 1, 2018, the Board of Directors authorized LYNX staff to release an Invitation for Bid (IFB) for the purchase of Remanufactured Cummins Engines. The IFB was released on May 17, 2018 with a bid due date of June 18, 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:

LYNX Board Agenda

Supplier	Supplier's Bid
Cummins Sales and Service	\$264,580.00
Kenworth of Central Florida	\$266,319.00

The contract award is being recommended for the supplier who submitted the most responsive, and responsible bid at the lowest total cost of ownership who is, Cummins. The contract is being awarded for one year only, which will allow LYNX to join a consortium next year to receive the most competitive pricing for the remanufactured Cummins engines.

FISCAL IMPACT:

LYNX staff included \$300,000 in the FY2018 Adopted Operating Budget under Repair and Maintenance – Revenue Vehicles for remanufactured engines. This project is 100% federal funded.