

# LYNX Board Agenda

Meeting Date: 12/9/2021  
Meeting Time: 1:00 PM

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

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

## 1. Call to Order

## 2. Approval of Minutes

-  Board of Directors Meeting Minutes 10.28.21 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. Oversight Committee Report

## 6. Consent Agenda



### A. Request for Proposal (RFP)

-  Authorization to Release a Request for Proposal (RFP) for Vision Insurance Services Pg 10
-  Authorization to Release a Request for Proposal (RFP) for Group Life, Long & Short-Term Disability and Accidental Death & Dismemberment (AD&D) Pg 11











### B. Award Contracts

-  Authorization to Negotiate and Award Contract #22-C33 to Adventist Health System/Sunbelt, Inc. dba AdventHealth Centra Care for Occupational Health Services Pg 13
-  Authorization to Negotiate and Award a Contract to Spencer Fabrications, Inc. for the Manufacturing of LYNX Transit Shelters Pg 15
-  Authorization to Negotiate and Award a Contract to Arthur J. Gallagher for Insurance Brokerage Services Pg 17
-  Authorization to Negotiate and Award a Contract to Cannon Cochran Management Services, Inc. (CCMSI) for Third Party Administrator Services Pg 19



### C. Extension of Contracts

-  Authorization to Exercise the First Option Year for Workers' Compensation Legal Services Contract #20-C32 with Broussard, Cullen & Blastic, P. A. Pg 21
-  Authorization to Exercise Option to Extend Advertising Sales Contract with Vector Media Pg 22





## D. Miscellaneous

- i.  Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of Approximately \$3,746,000 Pg 24  
*-Attachments* 
- ii.  Authorization to Solicit FY 2022-2023 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities Pg 28
- iii.  Authorization to Execute Final Change Order #5 to McCree General Contractors & Architects, Inc. Pg 30
- iv.  Authorization to Amend Task Order #19-01 to Kimley-Horn and Associates, Inc. for the LOC Expansion Project Pg 34
- v.  Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses Pg 37
- vi.  Authorization to Modify Contract with Transloc, Inc. for Real-Time Trip Information and for Trip Reservations on NeighborLink Services Pg 39
- vii.  Authorization to Auction Surplus Capital Items Pg 41
- viii.  Authorization to Appoint Michelle Daley to Pension Trustee and Administrative Committee Boards Pg 49  
*-Attachments* 

## 7. Action Agenda


- A.  Authorization to Release a Request for Proposal (RFP) for ACCESS LYNX Paratransit Services Pg 52
- B.  Authorization to Approve the LYNX Board of Directors Meeting Dates for 2022 Pg 54

## 8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 - November 2021 Pg 56
- B.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 - October 2021 Pg 57
- C.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 58  
*-Attachments* 

## 9. Other Business

## 10. Monthly Reports

- A.  Communications Report - October 2021

Pg 61

- B.  Ridership Report - September 2021

Pg 69

-Attachments 

## 11. Adjourned

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

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

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Board of Directors' Meeting Minutes**

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

**DATE:**       **October 28, 2021**

**TIME:**       **1:00 p.m.**

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**Members in Attendance:**

Buddy Dyer, Mayor, City of Orlando, Chair

Jerry Demings, Mayor, Orange County, Co-Chair

Jared Perdue, Secretary, Florida Department of Transportation – District 5, Secretary

Viviana Janer, Commissioner, Osceola County BoCC

Lee Constantine, Commissioner, Seminole County BoCC

**1.    Call to Order**

Chair Dyer called the meeting to order at 1:02 p.m.

Chair Dyer asked Secretary Perdue to lead the Pledge of Allegiance.

**2.    Approval of Minutes**

Commissioner Janer moved to approve the Board of Directors meeting minutes of September 23, 2021. Commissioner Constantine seconded. The minutes were unanimously approved as presented.

**3.    Public Comments**

Darasha Ara Ah – Orlando, FL

Ms. Ara Ah spoke about issues with bus drivers on Routes 44 and 106.

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

Jim Harrison, Chief Executive Officer, stated that he attended the Florida Public Transportation Association meeting and Board of Directors meeting this week in Daytona Beach. Two LYNX employees graduated from the FPTA Leadership Development Team, Jeffrey Pearsall and Rafael Acevedo. The program is designed to support managers that aspire to hold senior and executive leadership positions. The Marketing department won two awards. One from the holiday campaign last year and the other from

fun Digital Media campaigns throughout the year. The Safety and Security team won an award for creating a LYNX Multi-jurisdictional Task Force. This includes partners at TSA, GOAA, SunRail, the Emergency Management Offices of Orange, Osceola and Seminole Counties and also other law enforcement agencies.

LYNX staff has been actively promoting Mobility week which starts tomorrow and continues through November 5. Agenda item 6.C.viii coincides with SunRail to waive fare collections for one day.

The American Public Transportation Association national conference is in Orlando next week. LYNX staff will be in attendance and volunteering at the registration desks.

Ridership is currently at sixty-one percent of pre-pandemic nationally. LYNX ridership is remaining steady around sixty-three percent.

LYNX continues to work with the Department of Health to provide vaccine sites. The most recent was last Friday at LYNX Central Station.

Today's agenda includes proposed service changes, which is one of the more significant changes in recent years. There will be an action item on a proposed demonstration project using battery electric buses. There is also an item to increase the starting wages for the Paratransit contractor.

## **5. Oversight Committee Report**

Commissioner Janer, Chair of the Oversight Committee provided her report on the Oversight Committee meeting that met earlier. She stated that the committee approved the minutes from the September 23, 2021, Oversight meeting. Amanda Clavijo, Finance and Audit Committee Chair, gave a report on the October 21, 2021 Finance & Audit Committee meeting. The Finance Committee recommends approval of all Consent Agenda items.

The Oversight Committee recommends approval of all Action and Consent Agenda items.

The Committee received presentations on the annual audit and the December service changes. The Committee received updates on ACCESS LYNX paratransit program and a discussion on zero-emission demonstration projection.

Chair Janer gave kudos to the LYNX Marketing and Safety and Security departments for the awards received FPTA.

## **6. Consent Agenda:**

Chair Dyer asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.C.viii. Mr. Harrison stated that he recommends the entire Consent Agenda for approval.

- A. Request for Proposal (RFP)
  - i. Authorization to Release a Request for Proposal (RFP) for the Purchase, Installation, and Maintenance of Access Control Badge Readers for LYNX Facilities
- B. Extension of Contracts
  - i. Authorization to Exercise the First Option Year of Contracts #20-C30 with Hilyard, Bogan, & Palmer, P.A. and #20-C31 with Dean, Ringers, Morgan & Lawton, P.A. for Tort & General Liability Services
  - ii. Authorization to Exercise the First Option Year of Contract #19-C48 with GC&E Systems Group, LLC for Digital Camera Purchase, Installation, and Related Services
  - iii. Authorization to Exercise the First Option Year with Akerman, LLP for Legal Services – General Counsel
  - iv. Authorization to Exercise the First Option Year with Akerman, LLP for Legal Services - Pension
  - v. Authorization to Extend Contract with Baker Hostetler, LLP for Legal Services – Labor/Employment
  - vi. Authorization to Exercise the Second Option Year of Contract #18-C48 with TJ's Quality Construction Clean-Up, LLC for Pressure Washing Services at LYNX Central Station & Other Facilities
- C. Miscellaneous
  - i. Authorization to Amend Contract #19-C54 with CareSpot of Orlando/HIS Urgent Care, LLC for Occupational Health Services
  - ii. Authorization to Execute MetroPlan Orlando's FY2021-2022 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement
  - iii. Authorization to Solicit FY2022-2023 Project Applications for the Federal Transit Administration (FTA) CRRSAA & ARP Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities
  - iv. Authorization for the Acceptance of the Final Actuarial Impact Statement for the Amalgamated Transit Union Local 1596 Pension Plan through Resolution No. 21-010
  - v. Authorization to Update the Education Assistance Program Policy
  - vi. Authorization to Execute the SunRail Feeder Bus Service Grant Agreement for FY2022 and Adoption of Resolution No. 21-011
  - vii. Authorization to Execute a Bus Service Agreement with Orange County for FY2022
  - viii. Authorization to Waive Collection of Fares on Fixed Route and NeighborLink Services on October 29, 2021 in Support of Mobility Week

Secretary Perdue stated that he will need to abstain from item 6.C.vi.

Commissioner Constantine made a motion to approve Consent Agenda items 6.A.i through 6.C.viii. excluding item 6.C.vi. Seconded by Commissioner Janer. Motion passed unanimously.

Commissioner Janer made a motion to approve Consent Agenda item 6.C.vi Seconded by Commissioner Constantine. Motion passed with Secretary Perdue abstaining.

## **7. Action Agenda**

### **A. Authorization to Implement December 12, 2021 Service Changes**

Mayor Dyer recognized Bruce Detweiler, Interim Director of Planning and Development. Mr. Detweiler stated that the focus of the service changes was on workers and employment areas, service efficiencies to help with operations, rebalancing service frequency, and schedule analysis to improve on-time performance.

Three public hearings were held concerning these schedule changes. Notifications were placed on social media and the LYNX website. There was also in-person outreach at several locations.

Motion to Implement December 12, 2021 Service Changes was made by Mayor Demings. Second by Commissioner Constantine. Motion passed unanimously.

### **B. Authorization to Conduct a Zero-Emission Trip Demonstration**

Mayor Dyer recognized John Slot, Chief Innovation Officer. Mr. Slot stated that the battery-electric bus route will start at Orlando International Airport and stop at the Orange County Convention Center. The route will continue down International Drive and stop at Universal Studios. The route will end in downtown Orlando.

The route will allow LYNX to learn about battery electric buses in a fixed-route service, and how zero-emission buses operate in FASTLINK service.

ABC Companies, an Orange County vendor, will provide the two buses for this demonstration. The demonstration will last one month, and fare collection will be waived during this time.

Motion to approve the Authorization to Conduct a Zero-Emission Trip Demonstration was made by Commissioner Constantine. Second by Mayor Demings. Motion passed unanimously.

### **C. Authorization to Approve Third Amendment to Contract #18-C03 for Mobility Management and Broker Services**

Mayor Dyer recognized Norm Hickling, Director of Operations. Mr. Hickling stated that this agreement is with MV Transportation. Currently, MV is understaffed by 70-75 operators. This impacts schedule adherence.

TNC operator UZURV has increased the number of trips that they provide, to help with the shortfall.

LYNX staff is currently negotiating with MV to increase operator pay. This will help with operator recruitment and retention.

Commissioner Janer asked Mr. Harrison to look into the public comment that was submitted via the LYNX website. This comment stated that a trip was scheduled for the wrong date. She also stated that she asked Mr. Hickling at the Oversight Committee meeting if the drivers would be receiving the whole pay rate. Mr. Hickling stated that the drivers would receive the whole pay raise.

Motion to approve the Authorization to Approve Third Amendment to Contract #18-C03 for Mobility Management and Broker Services was made by Commissioner Janer. Second by Commissioner Constantine. Motion passed unanimously.

Commissioner Constantine suggested that this is a good time to look at the overall Paratransit program. Mr. Harrison agreed and stated that next month there will be another discussion item and some specific recommendations.

Secretary Perdue asked if LYNX was allowing customers to not pay for their trips, as this had been done in the past. Mr. Hickling stated that the previous problem had been solved and was no longer an issue.

## **8. Information Items**

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

- A. Notification of Settlement Agreements Pursuant to Administrative Rule 6
- B. Notification of Sole Source Procurements Pursuant to Administrative Rule 4

## **9. Other Business**

No other business was discussed.

## **10. Monthly Reports: (For review purposes only)**

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

- A. Communications Report
- B. Monthly Financial Report – August 2021
- C. Ridership Report – August 2021

## **11. Adjourned:**

The meeting adjourned at 1:59 p.m.



**Certification of Minutes:**

I certify that the foregoing minutes of the October 28, 2021 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

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Assistant

# LYNX Board Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Board of Directors

**From:** Terri Setterington  
Director Of Human Resources  
Terri Setterington  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Vision Insurance Services

**Date:** 12/9/2021

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### **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) for Vision Insurance Services.

### **BACKGROUND:**

It is beneficial for the Authority to provide a comprehensive benefit package to its employees. Vision insurance is an integral part of this package and is a valued benefit for the employees. The Authority wishes to continue to offer this benefit option to our employees. There is no direct cost to the Authority as this is an employee paid benefit.

LYNX's current vendor is Humana and their contract expires on 12/31/2022.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The Vision Benefit is 100% covered by employee payroll deduction, there is no fiscal impact to LYNX with this benefit.

# LYNX Board Agenda

## Consent Agenda Item #6.A. ii

**To:** LYNX Board of Directors

**From:** Terri Setterington  
Director Of Human Resources  
Terri Setterington  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Group Life, Long & Short-Term Disability and Accidental Death & Dismemberment (AD&D)

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal for group life, long & short-term disability and Accidental Death & Dismemberment (AD&D) services.

### **BACKGROUND:**

LYNX offers Group Life, Long and Short-Term Disability, and Accidental Death and Dismemberment to its employees as a benefit.

In order to continue these benefits, LYNX piggybacked Orange County's existing vendor contract with an effective date of January 1, 2020. Under the Orange County agreement, the contractual obligations provide that it was necessary to utilize the second option year. The second option year ends December 31, 2022.

This is a benefit that helps recruit and retain employees. Group Life and Long-Term disability are employer paid benefits. Short Term Disability, Supplemental Life, Spouse and Child Life are employee paid benefits.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

# LYNX Board Agenda

## **FISCAL IMPACT:**

The FY2022 Approved Operating Budget includes \$280,785 for group life and long-term disability insurance paid by LYNX. The supplemental life and short-term disability are paid 100% by the employees through payroll deduction.

# LYNX Board Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Board of Directors

**From:** Terri Setterington  
Director Of Human Resources  
Terri Setterington  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Negotiate and Award Contract #22-C33 to Adventist Health System/Sunbelt, Inc. dba AdventHealth Centra Care for Occupational Health Services

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award contract #22-C33 to Adventist Health System/Sunbelt, Inc. dba AdventHealth Centra Care for Occupational Health Services for an initial term of three (3) years with two (2) one (1) year renewal options in an amount not to exceed \$475,000 for the initial term.

### **BACKGROUND:**

The LYNX Board of Directors on July 22, 2021, with Consent Agenda item #6.A.ii granted LYNX staff authorization to release a Request for Proposal (RFP) for Occupational Health Services.

Occupational health services include pre-employment physical exams, post-accident physical exams, occupational medical exams (audiometry, spirometry and fit testing), drug/alcohol testing, Hepatitis B shots and return-to-work (fitness for duty) exams.

The contract for these services enables us to meet the mandated requirements of the drug and alcohol testing rules issued by U.S. Department of Transportation as prescribed by Omnibus Transportation Employees Testing Act of 1991, as amended.

The Request for Proposal (RFP) #21-R36 was released on September 1, 2021. Proposals were due to LYNX by September 30, 2021.

# LYNX Board Agenda

Three responsive Proposal responses were received from the following firms:

- Adventist Health System/Sunbelt, Inc. dba AdventHealth Centra Care
- Orlando CareNow Urgent Care LLC
- CareSpot of Orlando/HIS Urgent Care, LLC

The scoring and ordinal ranking occurred as follow:

<u>Firm</u>	<u>Score</u>	<u>Ordinal Ranking</u>
Adventist Health System/Sunbelt, Inc. dba AdventHealth Centra Care	473	5
Orlando CareNow Urgent Care, LLC	362	14
CareSpot of Orlando/HIS Urgent Care, LLC	403	11

After evaluation and ranking, the Source Evaluation Committee (SEC), made a recommendation to negotiate and award the contract to Adventist Health System/Sunbelt, Inc. dba AdventHealth Centra Care. The Source Evaluation Committee (SEC) further recommended that if a successful contract can not be reach with Adventist Health System/Sunbelt, Inc. dba AdventHealth Centra Care then the contract would be negotiated and awarded to CareSpot of Orlando/HIS Urgent Care, LLC.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The Approved FY2022 Operating Budget includes \$183,006 for services relating to pre-employment physical exams, post-accident physical exams, occupational medical exams, drug/alcohol testing, Hepatitis B shots and return-to-work exams.

# LYNX Board Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract to Spencer Fabrications, Inc. for the Manufacturing of LYNX Transit Shelters

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract with Spencer Fabrications, Inc. for the manufacturing of LYNX Transit Shelters. The contract will be for three (3) years with two (2) option years. The total cost not to exceed for the first three (3) years is \$3,872,250.

### **BACKGROUND:**

In June 2021, the LYNX Board of Directors granted permission to proceed with a Request for Proposal for the manufacturing of LYNX Transit Shelters.

LYNX has previously awarded a contract for this to Spencer Fabrication, Inc for a term of three (3) years. The current contract expired in September 2021.

The shelter styles include the LYNX 10' x 10', 15' x 15', 6' x 9', and 6' x 13'. In addition to the basic shelters, the contract allows for the procurement of other amenities including solar panels, benches, trash cans, bike racks, and custom bus shelters and associated amenities. This contract will also allow for the purchase of replacement parts needed to perform the rehabilitation of shelters as well.

LYNX has approximately 1200 bus shelters installed to date. Based on the annual budget, LYNX strives to install approximately 30 bus shelters per year. LYNX expects to purchase a minimum of twenty-five (25) shelters over the life of the contract to support new and replacement transit shelters.

# LYNX Board Agenda

The RFP 21-R32 was released on August 24, 2021 and responses due on September 24, 2021.

A total of two bids were received:

Decamil, Inc.  
Spencer Fabrication, Inc.

The SEC met on October 28, 2021 to discuss the two (2) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Qualification of the Proposer and Staff (45)
- Methodology / Approach (25)
- Pricing Proposal (30)

Scoring of the proposals submitted was based on a total possible score of 100 and the lowest ordinal ranking will be recommended for contract approval:

Proposer	Score	Ordinal Ranking
Decamil, Inc.	232	6
Spencer Fabrications, Inc.	300	3

After discussions on the proposals received from the two (2) firms, the SEC ranked the proposals received. The SEC moved to recommend to the LYNX Board of Directors to award this contract to Spencer Fabrications, Inc.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal of 5% is accessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

## **FISCAL IMPACT:**

The Approved FY2022 Capital Budget includes \$5,537,921 for various shelter projects of which a portion of this would be for fabrication of the passenger shelters. These projects are funded 100% with FTA Grants.



# LYNX Board Agenda

## Consent Agenda Item #6.B. iii

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Tamara Enders  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract to Arthur J. Gallagher for Insurance Brokerage Services

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract with the firm of Arthur J. Gallagher for Insurance Brokerage services. The recommended term of the agreement will be for a three (3) year term with two (2) one (1) year renewal options with a not to exceed cost of \$97,500 for the initial three (3) year term.

### **BACKGROUND:**

At the January 28, 2021, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for Insurance Brokerage services. The proposal for Insurance Brokerage services (RFP #21-R25) was released on July 9, 2021, with responses due on August 13, 2021.

The SEC public meeting was held on October 7, 2021, with the following results:

<b>Firm</b>	<b>Score</b>	<b>Ordinal Ranking</b>
Arthur J. Gallagher	284	4
Crimson Group, Inc.	103	23
HUB International	250	9
McGriff	289	5

It was the recommendation of the SEC to award a contract to Arthur J. Gallagher based on the lowest ordinal ranking. Arthur J. Gallagher is now being recommended for Board approval.

# LYNX ard Agenda

Cost for the services were submitted by the vendor for \$97,500 for the initial three (3) year term. A not to exceed contract with Arthur J. Gallagher is being recommended for the initial three (3) year term in the amount of \$97,500. The total amount with option years is anticipated to be \$167,500.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The Approved FY2022 Operating Budget includes \$35,000 for insurance brokerage services.

# LYNX Board Agenda

## Consent Agenda Item #6.B. iv

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Tamara Enders  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract to Cannon Cochran Management Services, Inc. (CCMSI) for Third Party Administrator Services

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract with the firm of CCMSI for Third Party Administrator services. The recommended term of the agreement will be for a three (3) year term with two (2) one (1) year renewal options with a not to exceed amount of \$1,440,039 for the initial three (3) year term.

### **BACKGROUND:**

At the December 10, 2020, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for Third-Party Administrator services. The proposal for Third Party Administrator services (contract # 21-R09) was released on May 14, 2021, with responses due on June 1, 2021.

The SEC public meeting was held on November 5, 2020, with the following results:

<b>Firm</b>	<b>Score</b>	<b>Ordinal Ranking</b>
Broadspire Services Inc	380	17
CCMSI	453	6
Corvel	390	13
PMA Management Corp	375	21
Preferred Governmental Claim Solutions	369	18

# LYNX ard Agenda

It was the recommendation of the SEC to award a contract to CCMSI based on the lowest ordinal ranking. CCMSI is now being recommended for Board approval.

Cost for the services were submitted by the vendor for \$1,440,039 for the initial three (3) year term. A not to exceed contract with CCMSI is being recommended for the initial three (3) year term in the amount of \$1,440,039.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2022 Approved Operating Budget includes \$264,600 for the third-party administrator fees to support the Risk Management division.

# LYNX Board Agenda

## Consent Agenda Item #6.C. i

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Tamara Enders  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Exercise the First Option Year for Workers' Compensation Legal Services Contract #20-C32 with Broussard, Cullen & Blastic, P. A.

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year for the Workers' Compensation Legal Services provided by Broussard, Cullen & Blastic, P.A., and to increase the contract not to exceed amount from \$185,000 to \$250,000.

### **BACKGROUND:**

Broussard, Cullen & Blastic, P.A., provides claim legal services for Workers' Compensation claims.

The Board approved the award of Contracts #20-C32 for legal services on January 31, 2020. The initial term of the contract was for two (2) years with three (3), one (1) year options.

The Board approved the contract not to exceed (NTE) to be \$185,000 for the contract.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The Approved FY2022 Operating Budget includes \$95,000 for the legal services related to Workers Compensation.

# LYNX Board Agenda

## Consent Agenda Item #6.C. ii

**To:** LYNX Board of Directors

**From:** Matthew Friedman  
Director Of Marketing Communications  
Matthew Friedman  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6206

**Item Name:** Authorization to Exercise Option to Extend Advertising Sales Contract with Vector Media

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the option to extend the advertising sales contract #17-C07 with Vector Media for a five (5) year term. The term guarantees \$13 million.

### **BACKGROUND:**

In 2016 LYNX released a Request for Proposal (RFP) #16-R11 for Transit Advertising to sell bus and shelter advertising. Direct Media Inc., the incumbent, won the RFP from a total of two (2) proposers. The LYNX Board of Directors approved a five (5) year contract (#17-C07) on September 22, 2016, to sell advertising for LYNX.

The contract included guaranteed revenue to LYNX for the first five years of the contract as follows:

Year	Guaranteed Revenue
2017	\$1.9M
2018	\$2M
2019	\$2.1M
2020	\$2.2M
2021	\$2.3M
<b>Total Years 1-5</b>	<b>\$10.5M</b>

# LYNX Board Agenda

Vector Media acquired Direct Media in 2018 and assumed the contract. Sales grew during the contract to a record \$6.5 million in 2019. Sales for 2018 and 2020 were similar at roughly \$4.5 million. Estimated sales numbers for the first year of this extension is nearing the annual guarantee of \$2.4M as of the end of November.

The contract extension will include the same guarantee of revenue as the current contract. The advertising revenue to LYNX for the next five years is as follows:

Year	Guaranteed Revenue
2022	\$2.4M
2023	\$2.5M
2024	\$2.6M
2025	\$2.7M
2026	\$2.8M
<b>Total years 6-10</b>	<b>\$13M</b>

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract.

## **FISCAL IMPACT:**

The Approved FY2022 Operating Budget includes \$3,520,000 as the projected earnings from advertising contracts.

# LYNX Board Agenda

## Consent Agenda Item #6.D. i

**To:** LYNX Board of Directors

**From:** Tiffany Homler Hawkins  
Chief Administrative Officer  
Prahallad Vijayvargiya  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of Approximately \$3,746,000

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and authorize the Chairman to execute Resolution #21-012, attached hereto. This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Public Transportation Grant Agreements (PTGA) from FDOT originating from these programs, as well as any future amendments to the PTGA.

### **BACKGROUND:**

On October 7, 2021, the Florida Department of Transportation conducted an open house to announce its funding solicitation and guidance for FTA's Section 5310-Enhanced Mobility of Seniors and Individuals with Disabilities Program, Section 5311-Formula Grants for Rural Areas Program, and Section 5339-Bus and Bus Facilities Program. These solicitations are due for submission January 14, 2022.

The funding programs are described as follows:

- ***Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. 5310):*** Provides formula funding to improve mobility for seniors and individuals with disabilities. The Fixing America's Surface Transportation (FAST) Act, expanded the eligibility of the 49 U.S.C. 5310 program funds to be used for operating expenses, in



# LYNX Board Agenda

addition to capital expenses, for transportation services addressing the needs of seniors and individuals with disabilities.

LYNX intends to apply for both capital and operating projects; approximately \$636,000 for paratransit vehicles and approximately \$775,000 for rural Neighbor Link and other contracted services for specialized transportation under the Mobility Management brokerage model. The matching requirements for this program remain the same: capital assistance is provided on an 80% Federal share, 10% state share and 10% local share, with operating assistance requiring a 50% match. These operating projects are part of our continuing mobility initiatives to address paratransit mobility needs with Neighbor Link routes.

- ***Formula Grants for Rural Areas Program (49 U.S.C. 5311):*** The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding will be used for capital.

LYNX intends to apply for capital project; approximately \$1,125,000 of 49 U.S.C. 5311 to install bus shelters in rural areas. 49 U.S.C. Section 5311 capital funds are 80% Federal share and 20% non-federal share which LYNX will request Toll Revenue Credit from FDOT (FDOT will provide the required 20% match).

- ***Bus and Bus Facilities (49 U.S.C. 5339):*** The Bus and Bus Facilities Program provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities for services in the rural areas.

LYNX intends to apply for capital project; approximately \$1,210,000 under the 49 U.S.C. 5339 program for buses with the necessary technologies and equipment. These capital purchases will support the provision of both fixed-route services that operate either entirely or predominately in rural areas. Bus and Bus Facilities capital funds are 80% federal and 20% non-federal share (FDOT will provide the required 20% match).

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

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

## **CFRTA RESOLUTION NO. 21-012**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2022-2023 SECTION 5311 FEDERAL TRANSIT ADMINISTRATION (FTA) FORMULA GRANTS FOR RURAL AREAS PROGRAM, FY2022-2023 SECTION 5339 FTA FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2022-2023 SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$3,746,000 DOLLARS.**

**WHEREAS**, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2022-2031 which has been submitted to FDOT in August 2021. LYNX TDP update is consistent with METROPLAN Orlando's Year 2040 Long Range Transportation Plan and Five-Year Transportation Improvement Plan (TIP); and

**WHEREAS**, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute these grant applications and all supporting documents, agreements and assurances which may be required in connection with the applications as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The LYNX BOARD of Directors has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD of Directors has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2022-2023.
4. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit grant applications to the Florida Department of Transportation for fiscal year 2022-2023 in the amount of approximately \$3,746,000 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
5. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation for operating assistance for rural transportation services (5311), capital assistance for rural bus and bus facilities (5339), and transportation services for elderly persons and persons with disabilities program funds (5310).
6. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida

Department of Transportation authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

7. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

**CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2022-2023 SECTION 5311 FEDERAL TRANSIT ADMINISTRATION FORMULA GRANTS FOR RURAL AREAS PROGRAM, FY2022-2023 SECTION 5339 FTA FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2022-2023 SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$3,746,000 DOLLARS.**

**APPROVED AND ADOPTED** this 9th day of December 2021 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY

By: Governing Board

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Assistant Secretary

# LYNX Board Agenda

## Consent Agenda Item #6.D. ii

**To:** LYNX Board of Directors

**From:** Tiffany Homler Hawkins  
Chief Administrative Officer  
Prahallad Vijayvargiya  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Solicit FY 2022-2023 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to conduct the competitive process to select projects and sub-recipients for the Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5310 Program.

### **BACKGROUND:**

The Governor of the State of Florida appointed LYNX as the designated recipient for Section 5310 funds, under MAP-21 (continues under the Fixing American's Surface Transportation Act aka "FAST" Act), for the Census defined urbanized portion of Orlando and Kissimmee. As the designated recipient of 5310 funds for the urbanized areas of Orlando and Kissimmee, Florida, LYNX has the responsibility to develop a program of projects, including soliciting projects from non-profit organizations and other eligible entities under Section 5310 that 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.

Eligible activities under FAST Act include:

1. Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.

# LYNX Board Agenda

2. Public transportation projects that exceed the requirements of the ADA.
3. Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit.
4. Alternatives to public transportation that assist seniors and individuals with disabilities.

LYNX Mobility Management completed the Transportation Disadvantaged Service Plan (TDSP) with minor updates for FY 2021, a requirement by the State of Florida Commission for the Transportation Disadvantaged (CTD) and was approved by MetroPlan Orlando's Local Coordinating Board (LCB) on May 14, 2020. Included in the TDSP is the 5310 locally developed and coordinated public transit-human services transportation plan for FTA's Section 5310.

LYNX staff intends to competitively solicit project applications from non-profit organizations and other 5310 eligible entities to select sub-recipients. LYNX has successfully worked with non-profit agencies that have current coordination agreements to strive towards a common goal of providing cost-effective and efficient transportation services for seniors and individuals with disabilities. The 5310 trips provided directly by human service agencies to their respective clients are cost effective and reduces the need to provide paratransit trips to eligible riders.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The Approved FY2022 Operating Budget includes \$300,000 for purchased transportation expense as well as the federal revenue to cover the expense.

# LYNX Board Agenda

## Consent Agenda Item #6.D. iii

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Execute Final Change Order #5 to McCree General Contractors & Architects, Inc.

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute the final project change order for \$684,480 to McCree General Contractors & Architects, Inc.

### **BACKGROUND:**

The purpose of the new LOC Expansion Project is to transition out of the L.B. McLeod facility. The current facility houses 204 paratransit vehicles. There are currently 35 administrative employees working at this location, with approximately 291 Bus Operators operating/reporting to this location on a daily basis.

McCree General Contractors & Architects, Inc. and LYNX project team value engineered the original scope design of the project. In addition, it has now been determined that FDOT will be funding a portion of this project for approximately \$2.5 million with a \$2.5 million match from LYNX. The project team has determined alternate options to provide a more efficient workflow and increased operational sustainability.

On October 3, 2018, McCree received the Notice to Proceed (NTP) to construct the new LOC Expansion Project in the amount \$3,734,166.

On February 28, 2019, the LYNX Board of Directors approved Change Order #1 in the amount of \$800,955. Items included in this change order included: changes to original administrative building and maintenance facility, including a security system tie-in, additional bus wash bays to

# LYNX ard Agenda

increase efficiency, Haz-Mat storage, additional motorized gate for entrance at abandoned cul-de-sac location, and a larger backup generator for emergency dispatch.

On September 30, 2019, the LYNX Board of Directors approved Change Order #2 in the amount of \$233,464. Items included in this change order included additional items needed as a result of the increased bus wash bays, various access control RFID readers, permit required items (survey, landscape buffers), fencing for parts storage, added restrooms for maintenance building and an expanded maintenance office.

The change orders associated with Change Order # 3 total \$17,096. These include costs to purchase the modular building (instead of leasing), utilities for potential future improvements, removal of a significant tree stump between the LYNX and NoPetro parcel, removal of fencing, and additional costs for the replat. In addition, deductive change orders included switching from black vinyl fencing to regular chain link and removal of the money room.

Change Order # 4 includes additional costs to upgrade and purchase the building which was not accounted for in Change Order #3, the cost for staff time to address the replat of the property and costs for provisions of a RFID Tracking System for the fuel dispensers. The total cost for this change order is \$77,060.

The proposed Change Order # 5 represents the final change order to close out the project. The total for this is \$684,480. This includes unanticipated costs to address additional City of Orlando items related to the replat of the property and added IT outlets in the administrative building to allow multiple staff to occupy the offices. Additionally, it includes painting conflict points safety yellow to avoid damage and adding stone along the fence line to minimize erosion. It also includes a deductive change order for millwork items not needed. The total cost for these items is \$4,480. The balance of this change is \$680,000 for soil remediation costs. The remediation costs reflect the need to address unsuitable soils in the area of the administrative building and maintenance garage. During construction, test trenches and associated geotechnical analysis identified heavy organics up to 8 feet deep at the site. In order to ensure the proper subsurface to support the footers for the buildings, the organic soil had to be removed and appropriate soil brought in. The total for this represents the final negotiated amount between LYNX and McCree to address this issue.

# LYNX Board Agenda

## PROJECT COST DETAILS

Description	Original Budget	CO #1	CO #2	CO #3 & TO#1	CO #4	CO #5 & TO#2	Revised Total
Sitework	\$ 1,569,979						\$ 1,569,979
Admin Building	\$ 410,345	\$ (299,378)			\$ 39,017	\$ 3,539	\$ 153,523
Architecture and Engineering	\$ 204,912						\$ 204,912
Equipment	\$ 249,953				\$ 26,021		\$ 275,974
Electrical	\$ 255,150						\$ 255,150
All other items	\$ 1,043,827			\$ 57,361		\$ (8,372)	\$ 1,092,816
Maintenance Bldg		\$ 252,561	\$ 35,632	\$ (18,049)			\$ 270,144
Security System Tie In		\$ 86,237					\$ 86,237
Added Haz-Mat Storage		\$ 265,783					\$ 265,783
Bus Wash -		\$ 205,590	\$ 69,539				\$ 275,129
Additional 2nd Bus Wash (Smaller) -		\$ 167,686					\$ 167,686
Other		\$ 122,476		\$ 13,785			\$ 136,261
Added Permit items			\$ 46,685	\$ 2,033	\$ 12,022	\$ 9,313	\$ 70,053
Access Control and parts storage			\$ 81,608	\$ (50,251)			\$ 31,357
Soil Remediation						\$ 680,000	\$ 680,000
<b>Total Construction Contract</b>	<b>\$ 3,734,166</b>	<b>\$ 800,955</b>	<b>\$ 233,464</b>	<b>\$ 4,879</b>	<b>\$ 77,060</b>	<b>\$ 684,480</b>	<b>\$ 5,535,004</b>
CEI Services	\$ 227,000			\$ 110,568		\$ 65,000	\$ 402,568
Contingencies	\$ 322,706	\$ 347,085	\$ (233,464)	\$ (4,879)	\$ (77,060)	\$ (354,388)	\$ -
<b>TOTAL PROJECT COST</b>	<b>\$ 4,283,872</b>	<b>\$ 1,148,040</b>	<b>\$ -</b>	<b>\$ 110,568</b>	<b>\$ -</b>	<b>\$ 395,092.00</b>	<b>\$ 5,937,572</b>

## FUNDING ANALYSIS

Florida Dept of Transportation (FDOT)	\$ 2,500,000
LYNX Matching Local Portion	\$ 2,500,000
FTA Funding Design	\$ 204,912
FTA Funding CEI	\$ 402,568
LYNX Additional Local Funds	\$ 330,092
<b>TOTAL PROJECT FUNDING</b>	<b>\$ 5,937,572</b>

## DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.



# LYNX Board Agenda

## **FISCAL IMPACT:**

Change order #5 is the final change order for the LOC Expansion Project. The construction project total has increased by \$684,480. This is funded through the balance in contingency funding of \$354,388 and additional local funds of \$330,092.

# LYNX Board Agenda

## Consent Agenda Item #6.D. iv

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Amend Task Order #19-01 to Kimley-Horn and Associates, Inc. for the LOC Expansion Project

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend task order #19-01 to Kimley-Horn and Associates, Inc. in the amount of \$65,000 to provide for additional construction engineering and inspection services for the LOC Expansion Project.

### **BACKGROUND:**

The purpose of the new LOC Expansion Project is to transition out of the L.B. McLeod facility. The current facility houses 204 paratransit vehicles. There are currently 35 administrative employees working at this location, with approximately 291 Bus Operators operating/reporting to this location on a daily basis.

Throughout the project, Kimley-Horn and Associates, Inc. and their subconsultant SAI Consulting Engineers, Inc. have been contracted to provide Construction Engineering and Inspection services as an extension of staff. As LYNX has been working with the design-build contractor through a potential change order related to unsuitable soils, it has necessitated additional dollars needing to be allocated to this effort. The requested dollars will allow these services to continue through the end of project construction (approx. December 2021) and allow for assistance with the aforementioned change order and settlement.

The chart below details the funding of this activity from contingency.

# LYNX Board Agenda

## PROJECT COST DETAILS

Description	Original Budget	CO #1	CO #2	CO #3 & TO#1	CO #4	CO #5 & TO#2	Revised Total
Sitework	\$ 1,569,979						\$ 1,569,979
Admin Building	\$ 410,345	\$ (299,378)			\$ 39,017	\$ 3,539	\$ 153,523
Architecture and Engineering	\$ 204,912						\$ 204,912
Equipment	\$ 249,953				\$ 26,021		\$ 275,974
Electrical	\$ 255,150						\$ 255,150
All other items	\$ 1,043,827			\$ 57,361		\$ (8,372)	\$ 1,092,816
Maintenance Bldg		\$ 252,561	\$ 35,632	\$ (18,049)			\$ 270,144
Security System Tie In		\$ 86,237					\$ 86,237
Added Haz-Mat Storage		\$ 265,783					\$ 265,783
Bus Wash -		\$ 205,590	\$ 69,539				\$ 275,129
Additional 2nd Bus Wash (Smaller) -		\$ 167,686					\$ 167,686
Other		\$ 122,476		\$ 13,785			\$ 136,261
Added Permit items			\$ 46,685	\$ 2,033	\$ 12,022	\$ 9,313	\$ 70,053
Access Control and parts storage			\$ 81,608	\$ (50,251)			\$ 31,357
Soil Remediation						\$ 680,000	\$ 680,000
<b>Total Construction Contract</b>	<b>\$ 3,734,166</b>	<b>\$ 800,955</b>	<b>\$ 233,464</b>	<b>\$ 4,879</b>	<b>\$ 77,060</b>	<b>\$ 684,480</b>	<b>\$ 5,535,004</b>
CEI Services	\$ 227,000			\$ 110,568		\$ 65,000	\$ 402,568
Contingencies	\$ 322,706	\$ 347,085	\$ (233,464)	\$ (4,879)	\$ (77,060)	\$ (354,388)	\$ -
<b>TOTAL PROJECT COST</b>	<b>\$ 4,283,872</b>	<b>\$ 1,148,040</b>	<b>\$ -</b>	<b>\$ 110,568</b>	<b>\$ -</b>	<b>\$ 395,092.00</b>	<b>\$ 5,937,572</b>

## FUNDING ANALYSIS

Florida Dept of Transportation (FDOT)	\$ 2,500,000
LYNX Matching Local Portion	\$ 2,500,000
FTA Funding Design	\$ 204,912
FTA Funding CEI	\$ 402,568
LYNX Additional Local Funds	\$ 330,092
<b>TOTAL PROJECT FUNDING</b>	<b>\$ 5,937,572</b>

## DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

# LYNX Board Agenda

## **FISCAL IMPACT:**

The Task Order Change #2 for additional CEI services totaling \$65,000 will be funded with 100% Federal grant funds.

# LYNX Board Agenda

## Consent Agenda Item #6.D. v

**To:** LYNX Board of Directors

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase twenty-five (25) 40' Low Floor CNG replacement buses from the State of Florida Heavy Duty Buses Contract for a not to exceed amount of \$15,120,125.

### **BACKGROUND:**

LYNX has an active fleet of two hundred ninety-eight (298) buses, one hundred and one (101), of which have met their useful life with an average of 695,675 miles per vehicle. This bus replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement buses, LYNX will retire a like amount of buses in accordance with Federal Transit Administration (FTA) guidelines. The twenty-five (25) buses retired will be retained and placed in a contingency fleet to be used only for emergency purposes or unforeseen justified activities as sanctioned by FTA Circular 5010e and the LYNX Fleet Management Plan. This purchase is Grant funded and is part of the fixed route bus replacement plan. These replacement buses will be purchased from Gillig, LLC through the State of Florida Heavy Duty Buses Contract, P-18-005.

# LYNX Board Agenda

Fixed Route Revenue Vehicles	Quantity	Cost	Total
From the State of Florida Heavy Duty Buses Contract			
40' CNG Package	25	604,805	15,120,125
Major Options Include; ZF Transmission, Fire Suppression System, Trapeze Mentor (Ranger) ITS System and Driver Protection Shields			
Fixed Route Revenue Vehicle Cost			15,120,125

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts. The contractor will be required to provide documentation and report the certified DBE's and small business firms participating on the project.

## **FISCAL IMPACT:**

The Approved FY2022 Capital Budget includes \$17,325,000 for the purchase of Fixed-Route CNG Buses. This project is 100% funded with FTA Grants.

# LYNX Board Agenda

## Consent Agenda Item #6.D. vi

**To:** LYNX Board of Directors

**From:** Norman Hickling  
Director Of Operations  
Kenneth Jamison  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Authorization to Modify Contract with Transloc, Inc. for Real-Time Trip Information and for Trip Reservations on NeighborLink Services

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract modification with Transloc, Inc. for real-time trip information and for trip reservations on NeighborLink services for a period of nine (9) months and increase the not to exceed by \$140,410.

### **BACKGROUND:**

LYNX issued Contract #15-C13 to DoubleMap, Inc. dated August 11, 2015, for implementation of an Intelligent Transportation Systems Solution. This solution provides real-time information to passengers and for reservations and vehicle location for on-demand transit services on NeighborLink services. DoubleMap, Inc., Ride Systems, and TransLoc, Inc. unified as one company in 2019 under the name TransLoc, Inc.

Staff is working on a managed software solution for NeighborLink services. Real-time fixed route transit information is available in the General Transit Feed Specification with the Real-Time extension through the LYNX website. This contract modification will allow for a transition to the new software solution and allow for the migration of passengers to the third-party mobile applications providing the real-time transit information.

# LYNX Board Agenda

The following annual maintenance and license charges will be incurred during the nine (9) month modification of Contract #15-C13:

- \$ 25,540 – NeighborLink annual maintenance service
- \$ 84,472 – Fixed route real-time information annual maintenance service
- \$ 30,398 – ACCESS LYNX real-time information annual maintenance service
- \$140,410 – Total Maintenance and license charges

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The Approved FY2022 Operating Budget includes \$143,838 for these services.



# LYNX Board Agenda

## Consent Agenda Item #6.D. vii

**To:** LYNX Board of Directors

**From:** Michelle Daley  
Director Of Finance  
Warren Hersh  
(Technical Contact)  
Edward Velez  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Auction Surplus Capital Items

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

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

### **BACKGROUND:**

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for January 2022. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

#### **Computer Equipment:**

Surplus Computer Equipment with a total net book value of \$0.

- Included under this category are obsolete battery backups, computer servers, and monitors.

#### **Furniture and Fixtures Equipment:**

Furniture and Fixtures with a total net book value of \$782,697.

- Included under this category surplus bus radios and video surveillance equipment. A narrow reach fork truck which is obsolete and beyond economic repair.

# LYNX Board Agenda

- The items with a net book value include the Automated Fuel System, Brake Dyno-meter, Cashless Fareboxes, Interactive Voice Response System and Real Time Clever Device Information System. These items are obsolete and do not meet the current needs of the Authority.

## **Other Vehicles**

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

- There are two (2) Other Vehicles (Dodge Caravan and Chevy Impala) that has reached the end of their useful life and exceeding the FTA mileage requirement.

## **Revenue Vehicles**

Paratransit and Fixed Route buses with a total net book value of \$0

- There are seven (7) Paratransit and twenty (20) Fixed Route Buses that have reached their useful life and exceeding the FTA mileage requirement. Additionally, all would require significant repair and overhaul.

### **Categorical Totals**

<b>Category</b>	<b>Acquisition Value</b>	<b>Net Book Value</b>
Computer Equipment	\$35,619	\$0
Furniture and Fixtures	\$1,249,327	\$782,697
Other Vehicles	\$47,589	\$0
Revenue Vehicles	\$6,492,183	\$0
<b>GRAND TOTAL</b>	<b>\$7,824,718</b>	<b>\$782,697</b>

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

No DBE participation goal is applicable for this activity.

### **FISCAL IMPACT:**

The total net book value of the surplus items is \$782,697. The higher of the net book value or the net proceeds from the sale of any item may be due to the Federal Transit Administration (FTA) in FY2022.

# LYNX Board Agenda

## Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book
13267	9296	12/4/2009	CE	Dell Power Edge R710	5	\$ 9,039	\$0
13677	9577	1/6/2011	CE	Dell PowerEdge R310	5	\$ 5,690	\$0
11313	7633	1/31/2007	CE	DELL PowerEdge 2950	5	\$ 3,996	\$0
13750	9647	4/29/2011	CE	APC 2200	5	\$ 1,488	\$0
19771	14585	12/19/2016	CE	Dell 32inch Monitor	5	\$ 1,377	\$0
19776	13952	12/19/2016	Ce	Dell 32inch Monitor	5	\$ 1,377	\$0
15930	10859	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
15931	10860	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
15932	10861	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
15933	10862	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
15934	10863	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
15935	10864	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
15927	10856	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
15928	10857	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
15929	10858	4/17/2013	CE	Dell 30 Inch Monitor	5	\$ 1,241	\$0
13749	9648	4/29/2011	CE	APC 1500	5	\$ 624	\$0
13380	9356	5/24/2010	CE	Dell 24 Inch LCD monitor	5	\$ 503	\$0
16317	11177	12/31/2012	CE	24 Inch Monitor	5	\$ 356	\$0
				<b>Subtotal Computer Equipment</b>		<b>\$ 35,619</b>	<b>\$0</b>
N/A	N/A	10/1/2009	FE	Interactive Voice Response System – Fixed Route	5	\$ 62,869	\$62,869
N/A	N/A	10/1/2009	FE	Voice Board – Fixed Route IVR	5	\$ 4,400	\$4,400
Various	N/A	Various	FE	Clever Assets Surplus	5	\$ 99,014	\$99,014
N/A	N/A	N/A	FE	Automated Fuel System TRAK	5	\$ 255,553	\$255,553
20604	Phase 1 and 2	9/1/2017	FE	Real Time information System	5	\$ 397,421	\$278,521
13931	9984	10/1/2010	FE	Brake Dynamometer / Testing Equipment	5	\$ 92,745	\$58,340
5246	1952	12/29/1999	FE	NARROW AISLE REACH TRUCK	5	\$ 22,225	\$0
12949	9139	1/9/2009	FE	GFI Cardquest	5	\$ 12,949	\$8,000
12948	9138	2/9/2009	FE	GFI Cardquest	5	\$ 12,948	\$8,000
12947	9137	1/9/2009	FE	GFI CardQuest	5	\$ 12,947	\$8,000
16342	11148	8/22/2013	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 7,605	\$0
17126	11900	2/28/2014	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 7,605	\$0
14748	11744	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,809	\$0
14721	11821	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,809	\$0
14713	11832	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,809	\$0
14728	11844	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,809	\$0
14824	9550	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14835	9709	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14897	9713	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17223	9713	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17220	9719	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17232	9723	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14848	9724	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14891	9730	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14799	9776	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14851	9778	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17211	9787	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17231	9793	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14825	9827	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14841	9834	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17256	9843	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0

# LYNX Board Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book
14822	9849	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14856	9895	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14853	9899	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17218	9901	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17216	9917	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14837	11301	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14830	11302	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14833	11325	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
17222	11416	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14840	11424	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14876	11741	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14843	11755	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14812	11772	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14867	11787	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14838	11789	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
14815	11792	4/29/2012	FE	SEON TROOPER TL4 - Video System Upgrade	5	\$ 5,356	\$0
9440	4643	7/1/2005	FE	MOTOROLA RADIO XTL 1500	5	\$ 4,128	\$0
15595	10158	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15599	10163	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15600	10164	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15602	10166	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15603	10168	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15607	10172	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15610	10175	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15611	10176	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15612	10177	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15615	10180	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15617	10182	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15618	10183	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15619	10184	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15621	10186	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15622	10187	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15623	10188	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15624	10189	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15625	10190	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15626	10191	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15627	10192	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15628	10193	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15629	10194	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15630	10195	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15633	10198	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15634	10199	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15635	10200	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15637	10202	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15638	10203	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15639	10205	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15640	10206	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15642	10208	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15643	10209	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15644	10211	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15645	10213	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15646	10214	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0

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System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book
15647	10215	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15648	10216	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15649	10217	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15650	10218	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15652	10220	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15653	10221	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15654	10222	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15655	10224	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15656	10225	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15657	10226	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15658	10227	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15661	10230	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15663	10232	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15664	10233	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15668	10237	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15669	10238	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15670	10239	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15671	10240	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15672	10241	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15673	10242	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15674	10243	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15676	10247	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15678	10249	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15679	10250	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15681	10255	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15682	10256	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15685	10259	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15686	10260	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15687	10261	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15688	10262	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15689	10263	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15693	10267	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15694	10268	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15695	10269	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15698	10273	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15699	10274	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15700	10275	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15702	10277	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15703	10278	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15704	10279	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15705	10280	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15706	10281	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15707	10282	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15708	10283	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15709	10284	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15710	10285	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15711	10286	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15712	10287	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15713	10288	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15715	10290	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15716	10291	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15718	10293	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0

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System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book
15719	10294	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15720	10295	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15721	10296	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15722	10297	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15723	10298	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15724	10299	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15725	10300	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15726	10302	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15727	10304	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15728	10305	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15730	10307	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15731	10308	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15732	10311	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15734	10313	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15735	10314	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15736	10315	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15737	10316	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15738	10317	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15739	10318	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15740	10319	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15741	10320	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15742	10321	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15744	10324	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15745	10325	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15746	10326	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15747	10327	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15748	10328	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15749	10329	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15750	10330	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15752	10332	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15753	10333	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15754	10334	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15755	10335	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15756	10336	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15757	10337	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15758	10338	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15759	10339	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15760	10340	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15761	10342	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15762	10343	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15763	10344	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15764	10345	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15765	10346	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15767	10348	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15768	10349	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15769	10350	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15770	10351	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15771	10352	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15773	10354	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15774	10355	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15776	10375	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15777	10358	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0

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System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book
15779	10162	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15780	10167	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15782	10204	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15783	10303	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15784	10251	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15786	10252	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15789	10309	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15791	10341	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15792	10223	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
15794	10272	10/5/2012	FE	MOTOROLA RADIO XTL 1500	5	\$ 454	\$0
				<b>Subtotal Furniture and Fixtures</b>		<b>\$ 1,249,327</b>	<b>\$782,697</b>
16897	196-114	12/31/2013	OV	2014 CHEVY IMPALA POLICE PACKAGE	4	\$ 26,917	\$0
13663	33112	1/10/2011	OV	2011 Dodge Caravan	5	\$ 20,672	\$0
				<b>Subtotal Other Vehicles</b>		<b>\$ 47,589</b>	<b>\$0</b>
11602	609	9/30/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$ 374,048	\$0
11607	614	9/30/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$ 374,048	\$0
12631	649	9/30/2008	RV	40'x102-SSTL-LF- G27D102N4 Gillig Bus	9	\$ 319,266	\$0
12685	733	9/30/2008	RV	35' LF BRT-G27B102N2 Gillig Bus	9	\$ 314,661	\$0
12703	737	9/30/2008	RV	35' LF BRT-G27B102N2 Gillig Bus	9	\$ 314,661	\$0
12448	805	11/30/2007	RV	40' LF BRT Suburban G27D102N4 Gillig Bus	9	\$ 313,981	\$0
12497	639	12/31/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$ 313,593	\$0
12511	641	12/31/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$ 313,593	\$0
11795	626	9/30/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$ 311,273	\$0
11802	627	9/30/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$ 311,273	\$0
11808	629	9/30/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$ 311,273	\$0
11811	630	9/30/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$ 311,273	\$0
11450	801	6/30/2007	RV	40'LF BRT-Suburban- G29D102N4 Gillig Bus	9	\$ 293,815	\$0
11083	594	9/30/2006	RV	40' BRT - G29D102N4 Gillig Bus	9	\$ 289,624	\$0
12488	727	12/31/2007	RV	29' LF BRT -G27E102N2 Gillig Bus	9	\$ 289,014	\$0
12494	729	12/31/2007	RV	29' LF BRT -G27E102N2 Gillig Bus	9	\$ 289,014	\$0
11445	711	6/30/2007	RV	29' LF BRT- G29E102R2 Gillig Bus	9	\$ 274,502	\$0
18654	150437	9/15/2015	RV	Turtle Top Paratransit	4	\$ 73,515	\$0
18657	150439	9/15/2015	RV	Turtle Top Paratransit	4	\$ 73,515	\$0
19105	150452	12/31/2015	RV	Turtle Top Paratransit	4	\$ 73,515	\$0
19106	150442	12/31/2015	RV	Turtle Top Paratransit	4	\$ 73,515	\$0
19108	150466	12/31/2015	RV	Turtle Top Paratransit	4	\$ 73,515	\$0
19112	150458	12/31/2015	RV	Turtle Top Paratransit	4	\$ 73,515	\$0
18324	141083	12/31/2014	RV	Turtle Top Paratransit	4	\$ 73,030	\$0
11629	609A	9/30/2007	RV	ENGINE, BUS 609	5	\$ 22,976	\$0
11639	614A	9/30/2007	RV	ENGINE, BUS 614	5	\$ 22,976	\$0
11796	626A	9/30/2007	RV	Engine, Bus #626	5	\$ 22,976	\$0
11803	627A	9/30/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 22,976	\$0
11809	629A	9/30/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 22,976	\$0
11812	630A	9/30/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 22,976	\$0
12449	805A	11/30/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 22,976	\$0
12498	639A	12/31/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 22,976	\$0
12512	641A	12/31/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 22,976	\$0
12632	649A	9/30/2008	RV	CUMMINS ISL 8.3L 280HP ENGINE	9	\$ 22,976	\$0
12686	733a	9/30/2008	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 22,976	\$0
12704	737a	9/30/2008	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 22,976	\$0
11084	594A	9/30/2006	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 21,800	\$0
11490	711A	6/30/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 19,636	\$0



# LYNX Board Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book
12489	727A	12/31/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 19,636	\$0
12495	729A	12/31/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 19,636	\$0
11515	801A	6/30/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$ 19,626	\$0
11491	711B	6/30/2007	RV	VOITH DIWA 864.3E SSP TRANS	5	\$ 17,247	\$0
11516	801B	6/30/2007	RV	VOITH DIWA 864.3E SSP TRANS	5	\$ 17,247	\$0
11630	609B	9/30/2007	RV	TRANSMISSION, BUS 609	5	\$ 17,247	\$0
11640	614B	9/30/2007	RV	TRANSMISSION, BUS 614	5	\$ 17,247	\$0
11797	626B	9/30/2007	RV	Transmission, Bus #626	5	\$ 17,247	\$0
11804	627B	9/30/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
11810	629B	9/30/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
11813	630B	9/30/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
12450	805B	11/30/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
12490	727B	12/31/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
12496	729B	12/31/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
12499	639B	12/31/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
12513	641B	12/31/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
12633	649B	9/30/2008	RV	ZF 594C AUTOMATIC TRANS	9	\$ 17,247	\$0
12687	733b	9/30/2008	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
12705	737b	9/30/2008	RV	ZF 594C AUTOMATIC TRANS	5	\$ 17,247	\$0
11085	594B	9/30/2006	RV	Transmission, Gillig Bus	5	\$ 7,153	\$0
				<b>Subtotal Revenue Vehicles</b>		<b>\$6,492,183</b>	<b>\$0</b>
				<b>Grand Total</b>		<b>\$7,824,718</b>	<b>\$782,697</b>



# LYNX Board Agenda

## Consent Agenda Item #6.D. viii

**To:** LYNX Board of Directors

**From:** Terri Setterington  
Director Of Human Resources  
Terri Setterington  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Appoint Michelle Daley to Pension Trustee and Administrative Committee Boards

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization to adopt Resolution No. 21-013 authorizing the appointment of Michelle Daley, Director of Finance, to the Administrative Committee and Trustee Board for the 457 Deferred Compensation Plan, Money Purchase Plan, and the Defined Contribution Plan for Bargaining Unit Employees and Board of Trustees for the Amalgamated Transit Union (ATU) Local 1596 Pension Plan (Defined Benefit Plan).

### **BACKGROUND:**

Ms. Daley will replace Ms. Dana Baker on the Administrative Committee, Trustee Boards and Board of Trustees for the Amalgamated Transit Union (ATU) Local 1596 Pension Plan (Defined Benefit Plan) and will serve with Mr. Brian Anderson, Senior Human Resource Generalist and Mr. Albert Francis II, Senior Advisor to the Chief Financial Officer.

LYNX, as the employer, is the Plan Administrator for LYNX's Money Purchase Plan, Deferred Compensation Plan, and the Defined Contribution Plan for Bargaining Unit Employees. As such, the employer/Plan Administrator has a number of responsibilities, duties, and obligations in maintaining and operating each of the Plans. Unless an appointment is made to delegate these responsibilities and duties, the employer acts through its Board of Directors. For purposes of this, any reference to actions to be taken by LYNX in its capacity as employer or Plan Administrator means LYNX's Board of Directors unless otherwise specified. LYNX has general powers and responsibilities, including the power to appoint counsel, specialists, advisers, investment managers, agents (including any nonfiduciary agent) and other persons as the employer deems necessary or desirable in connection with the exercise of its fiduciary duties under this Plan, including the Trustee and Administrator. Consistent with this power of appointment, LYNX has the obligation to periodically review the performance of any fiduciary or other person to whom

# LYNX Board Agenda

duties have been delegated or allocated by it. Since LYNX is the Administrator, and has the power to appoint, it may appoint any person(s) to perform its duties as the Administrator.

**FUNCTIONS OF THE ADMINISTRATOR** - The primary responsibility of the Administrator is to administer the Plan for the exclusive benefit of the participants and their beneficiaries in accordance with its terms. It has the power and discretion to construe the terms of the Plan and to determine all questions arising in connection with the administration, interpretation, and application of the Plan. Benefits under this Plan will be paid only if the Administrator decides, in its discretion, that the applicant is entitled to them. The Administrator may establish procedures to carry out the purpose of the Plan, provided they are nondiscriminatory and shall comply with the terms of the Internal Revenue Code and Plan's document. An enumerated listing of the Administrator's duties includes, but is not limited to, the following:

- (a) The discretion to determine all questions relating to the eligibility of employees to participate in the Plan;
- (b) The authority to review and settle all claims against the Plan;
- (c) To compute, certify, and direct the Trustee with respect to the amount of benefit to which any participant is entitled;
- (d) To authorize and direct the Trustee with respect to disbursements from the trust;
- (e) To maintain all necessary records for the administration of the Plan;
- (f) To interpret the provisions of the Plan and to make and publish rules;
- (g) To compute and certify the amount of contribution to the Plan and advise the Trustee accordingly;
- (h) To prepare and implement procedures to notify eligible employees of Plan provisions and changes;
- (i) To qualify any domestic relations orders received;
- (j) To assist any participant regarding the participant's rights, benefits, or elections available under the Plan; and
- (k) Retain a record of actions taken, accountings, records, etc. necessary for proper administration of the Plan and shall be responsible for supplying all information and reports to any governmental agencies, participants and beneficiaries, as required by law.

For the employees who are members of ATU Local 1596 participate in a defined benefit retirement Plan. The Plan has an oversight Trustee Board consisting of three Union and three Management employees. LYNX's Chief Executive Officer selects three Management employees to serve as Trustees with confirmation from the LYNX Board of Directors' and the Union's Executive Board appoints its representatives.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

There is no fiscal impact with this activity.

**CERTA RESOLUTION NO. 21-013**

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO FILL VACANCIES IN  
ADMINISTRATIVE COMMITTEE AND BOARD OF TRUSTEE  
APPOINTMENTS FOR RETIREMENT PLANS**

**WHEREAS**, LYNX is the sponsoring employer of the LYNX Money Purchase Plan, LYNX Defined Contribution Plan for BU Employees, LYNX Deferred Compensation Plan, and Amalgamated Transit Union 1596 Pension Plan (collectively, the "Plans"); and

**WHEREAS**, there are vacancies in the positions previously filled by Dana Baker on the Administrative Committees and/or Boards of Trustees of the Plans; and

**WHEREAS**, LYNX has the right and/or obligation to fill those vacancies.

**NOW, THEREFORE, BE IT RESOLVED THAT:** Michelle Daley is hereby appointed, effective January 1, 2022, to the following positions:

- Member of the Administrative Committee for the LYNX Money Purchase Plan
- Member of the Board of Trustees for the LYNX Money Purchase Plan
- Member of the Administrative Committee for the LYNX Defined Contribution Plan for BU Employees
- Member of the Board of Trustees for the LYNX Defined Contribution Plan for BU Employees
- Member of the Administrative Committee for the LYNX Deferred Compensation Plan
- Member of the Board of Trustees for the LYNX Deferred Compensation Plan
- Member of the Board of Trustees for the Amalgamated Transit Union 1596 Pension Plan

**APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2021 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY

By: Governing Board

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

# LYNX Board Agenda

## Action Agenda Item #7.A

**To:** LYNX Board of Directors

**From:** Norman Hickling  
Director Of Operations  
Selita Stubbs  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Authorization to Release a Request for Proposal (RFP) for ACCESS LYNX Paratransit Services

**Date:** 12/9/2021

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### **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) for ACCESS LYNX Paratransit Services.

### **BACKGROUND:**

For the better part of the past two decades, MV Transportation, Inc. has been the primary provider of paratransit services for ACCESS LYNX.

In September 2016, using the Architectural and Engineering Services Contract (#16-C06), LYNX issued a Task Order to the Jacobs Engineering Firm to assist in developing a Mobility Manager Broker Framework including; developing a Concept of Operations, Defining Roles and Responsibilities of LYNX and the New Operations Contractor under the Mobility Management Operating Concept.

In October 2016, LYNX modified the Task Order to authorize a Phase 2 work effort that included continuing to define the Mobility Manager Framework Structure and Service Concept. Phase 2 also allowed continued development of Roles and Responsibilities of LYNX staff and New Operations Contractor, as well as Procurement Support for Paratransit Operations Contractor.

In January 2017, LYNX began the process of transitioning the delivery of its ACCESS LYNX services to a Mobility Management Operational Model. At the time, the objective was to provide more responsive services to all customers while mitigating the operational inefficiencies.

# LYNX Board Agenda

Through the LYNX Mobility Management Model, LYNX staff booked customers' trips on the appropriate service type; including the brokering of trips to Transportation Networks Companies (TNCs), Taxi Companies, or other Transportation Providers.

The Mobility Management Model went into effect in December 2017 and continues to date. The lessons learned in the nearly three years of operations under the Mobility Management Model have provided the guiding principles for the development of the requested RFP.

The Scope of Work for ACCESS LYNX Operations, as noted in the RFP, has been developed by Mobility Services and Operations staff with technical assistance from a cross-functional team, which has included: Planning, Information Technology, Safety and Security, Finance, Procurement, etc. Additionally, best practices, program goals, input from paratransit customers and advocates, among other information has been considered and used to increase program and cost efficiencies.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

## **FISCAL IMPACT:**

The Approved FY2022 Operating Budget includes \$29,063,409 for Purchased Transportation for paratransit services.

# LYNX Board Agenda

## Action Agenda Item #7.B

**To:** LYNX Board of Directors

**From:** Tiffany Homler Hawkins  
Chief Administrative Officer  
Dyana Blickle  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Approve the LYNX Board of Directors Meeting Dates for 2022

**Date:** 12/9/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' approval for the LYNX Board of Directors meeting dates for 2022.

### **BACKGROUND:**

LYNX Administrative Rule 2 – Board Governance (Bylaws) states that the Governing Board shall annually establish a schedule for the LYNX Board of Directors. The LYNX Board of Directors typically holds its meetings on the fourth Thursday of the month. The meetings can be cancelled if there are no urgent or time-sensitive issues. The proposed dates for 2022 are as follows:

- January 27, 2022
- February 24, 2022
- March 24, 2022
- April 28, 2022
- May 26, 2022
- June 23, 2022
- July 28, 2022
- August 25, 2022
- September 22, 2022
- October 27, 2022
- December 8, 2022

# LYNX ard Agenda

LYNX Administrative Rule 2 – Board Governance (Bylaws) also authorizes the LYNX Board of Directors to establish committees and those committees are to annually establish their meeting schedule.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

No DBE participation goal is applicable for this activity.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this activity.

# LYNX Board Agenda

## Information Item A

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Tamara Enders  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Notification of Settlement Agreements Pursuant to Administrative Rule 6 - November 2021

**Date:** 12/9/2021

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LYNX Liability Claim Settlements November 1 November 30, 2021

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
Jesus Delgado de Leon	10/13/2021	BI	\$100.00	11/5/2021
Charles Odom	8/6/2021	PD	\$1,685.67	11/5/2021
Shapiro fbo Simmian Mitchell	1/4/2021	BI	\$19,000.00	11/5/2021
Luis Cano	10/25/2021	PD	\$5,316.08	11/5/2021
Peggy Nance	10/28/2021	PD	\$911.76	11/5/2021
Ronniss Haro	10/19/2021	PD	\$4,535.67	11/19/2021
Arnold Law Group fbo Hermanda Williams	3/16/2013	BI	\$20,000.00	11/19/2021
Darryle Brummitt	9/25/21	BI	\$5,000.00	11/19/2021
Stephen Glosson II	9/14/2021	PD	\$950.00	11/19/2021
State Farm aso Stephen Glosson	9/14/2021	PD	\$7,515.80	11/19/2021
Christopher Itrato	11/7/2021	PD	\$2,048.60	11/19/2021
Dan Newlin fbo Georgia Clark	6/5/2021	BI	\$10,000.00	11/19/2021
Luis Pagan	11/16/2021	PD	\$600.00	11/19/2021
Farah and Farah fbo Darrin Alexander	8/24/20	BI	\$7,000.00	11/24/2021
Dan Newlin fbo Eva Davis (reissue)	6/2/2018	BI	\$45,000.00	11/19/2021



# LYNX Board Agenda

## Information Item B

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Tamara Enders  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Notification of Settlement Agreements Pursuant to Administrative Rule 6 - October 2021

**Date:** 12/9/2021

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LYNX Liability Claim Settlements October 1 October 30, 2021

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
Liberty Mutual	8/16/2021	PD	\$908.57	10/7/2021
Dan Newlin fbo Amy Smith	3/16/2020	BI	\$75,000.00	10/7/2021
Second Look Inc	8/9/2021	PD	\$1,034.06	10/7/2021
Barbara Harrison	10/2/2021	PD	\$2,112.82	10/15/2021
Suzanne Murphy	9/18/2021	PD	\$14,643.78	10/15/2021
Dan Newlin fbo Debra Gingrich	6/12/2014	BI	\$180,000.00	10/15/2021
AutoNation Collison (Nicholas Parker)	9/21/2021	PD	\$1,067.06	10/15/2021
Jeremy Holt	3/3/2020	BI	\$15,000.00	10/15/2021
Ahmed Ibrahim	6/3/2021	PD	\$1,494.85	10/15/2021
Steven Erickson	9/18/2021	BI	\$2,000.00	10/22/2021
Steven Erickson	9/18/2021	PD	\$500.00	10/22/2021
Morgan and Morgan / Angela Black	9/5/2019	BI	\$5,000.00	10/22/2021
Dan Newlin fbo Marilyn Gray	8/14/2018	BI	\$25,000.00	10/22/2021
Susanne Stanton	8/30/2019	PD	\$472.84	10/22/2021
Dan Newlin fbo Eva Davis	6/2/2018	BI	\$45,000.00	10/22/2021
Anthony-Smith fbo Rachelle Cinous	7/7/2019	BI	\$10,000.00	10/29/2021
Pendas Law fbo Joseph Kestell	1/22/2020	BI	\$1,500.00	10/29/2021
AutoNation Collison (Nicholas Parker)	9/21/2021	PD	\$258.35	10/29/2021
Todd Minor Law fbo Kevin Parker	1/20/2018	BI	\$30,000.00	10/29/2021

# LYNX Board Agenda

## Information Item C

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Maurice Jones  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

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

**Date:** 12/9/2021

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

1. CHK America



## Sole Source Justification

**DATE:** Sept. 23, 2021

**REQUESTED BY:** Matt Friedman, Director of Marketing Communications

**SUBJECT:** CHK America Design Support for Brochures and Maps

**BACKGROUND:**

In 2014, LYNX switched to a new map design company, CHK America. The last sole source was signed for FY2021.

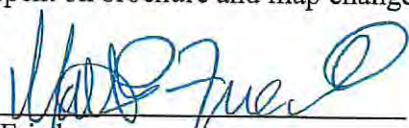
**SOLE SOURCE JUSTIFICATION:**

CHK will provide LYNX with design support. These files have been built with CHK America proprietary programming. This includes the development of Excel formulas to format data and calculate service summaries along with graphic types and styles that expedite the updating of brochures and maps. This proprietary nature of the programs prevent files from being transferred to a new vendor.

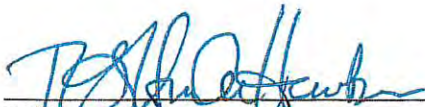
The design work of CHK meets the needs of our passengers in different formats. Previous estimates to redesign/rebuild these maps with a new contractor has been more than \$160,000 plus the on-going additional cost of service change updates.

**COST/PRICE ANALYSIS:**

The on-going design support usually ranges \$30,000-40,000 annually depending on the intricacy of our service changes. In 2021, due to limited changes due to COVID, approximately \$10,000 was spent on brochure and map changes. This expense is in the marketing FY2022 budget.

  
\_\_\_\_\_  
Matt Friedman  
Director of Marketing Communications

  
\_\_\_\_\_  
Date:



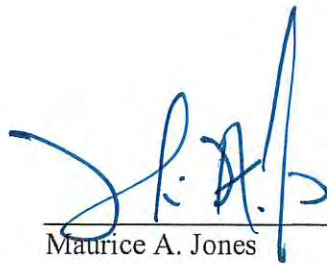
Tiffany Homler-Hawkins  
Chief Administrative Officer

9/23/21  
Date:



Leonard Antmann  
Chief Financial Officer

10/15/21  
Date:



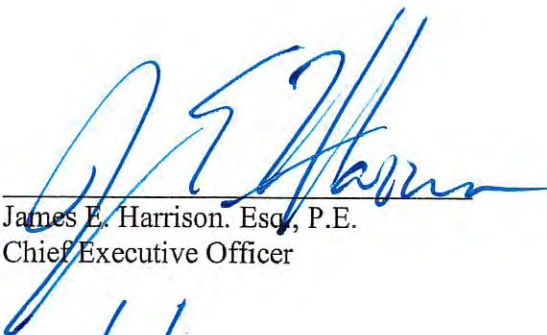
Maurice A. Jones  
Manager of Procurement

10/12/2021  
Date



Carrie L. Sarver, ESQ., B.C.S  
Senior Staff Attorney

10/19/21  
Date



James E. Harrison, Esq., P.E.  
Chief Executive Officer

10/20/21  
Date:

# LYNX Board Agenda

## Monthly Report A

**To:** LYNX Board of Directors

**From:** Matthew Friedman  
Director Of Marketing Comm  
Janet Vidal  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6206

**Item Name:** Communications Report - October 2021

**Date:** 12/9/2021

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### **LYNX Press Releases | Media Notes: October 2021**

Oct 13	LYNX Adding Additional Public Hearing and Workshop for December 2021 Service Proposal
Oct 28	LYNX to Participate in FDOT Mobility Week

### **October 2021 – LYNX News Articles**

To view the articles below please copy and paste the link into a browser.	
Oct 7	<a href="#">Officials: Crash involving Lynx bus, multiple vehicles in Seminole County - FOX 35 Orlando</a> FOX 35 Orlando
Oct 26	<a href="#">Federal officials set to welcome attendees to APTA TRANSform Conference &amp; EXPO   Mass Transit</a> Mass Transit
Oct 31	<a href="#">Orlando celebrates its one-year anniversary of rolling out electric buses - WFTV</a> WFTV

# LYNX Board Agenda

## October 2021 – LYNX Social Media

Oct 1	Starting our Friday with a cup of coffee and a smile. What makes you smile? Happy <a href="#">#WorldSmileDay!</a>
Oct 2	A trip to <a href="#">Gatorland Orlando</a> is easy! Ride Link 108. Response to comment to run Link 108 later.
Oct 3	Good Sunday morning from the Happiest Place on Earth! <a href="#">#WaltDisneyWorld</a>
Oct 4	Great news! A new air purification system that eliminates 99% of germs has been installed on our buses, paratransit and NeighborLink vehicles. Response to question on whether the purification system will also be on ACCESS LYNX.
Oct 5	Service Alert: Effective today, Oct. 5, the eastbound LYMMO lane will be closed on Livingston Street, between Garland Ave and LCS – Lane 1. This closure is expected to be completed by COB on Friday, October 8. LYNX will be conducting several outreach events this week for the Dec. 12 service proposal.
Oct 6	Have questions about the proposed service changes for Dec. 12? We can help! LYNX staff will be out in the field today to help answer any questions you may have at the following locations: Response to comment “I don’t like the idea of 50 not at TTC anymore. Why do I need to take 3 buses from Kissimmee to get to Orlando?” Response to complaint about ACCESS LYNX delays. Response to question about Link 302.
Oct 7	Have questions about the proposed service changes for Dec. 12? Today we'll be at the following locations to answer any questions you might have: Lots of major service changes proposed for Dec. 12. We will be holding two Public Workshops/Hearings next week to provide information and gather feedback. Response to question on whether map and schedules will be available before the hearings? Response to feedback that they preferred the schedule book over the maps. Service Alert: The eastbound LYMMO lane will be closed from Livingston Street, between Garland Ave and LCS – Lane 1. Service Alert: Due to the Come Out With Pride Parade, streets around the City of Orlando will be closed from Friday, Oct. 8 at 8p until Sunday, Oct. 10 at 4a. Response to question about Link 301. Response to question about Link 300.
Oct 8	LYNX will be operating a normal weekday schedule on Columbus Day, Monday, Oct. 11. Service Alert: Due to the Orlando Pride match tomorrow (Oct. 9) Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. between Westmoreland Dr. and Terry Ave. will be closed from 2p until 11p. Links 20, 21, 62 and 319 will be detoured around this area. Hey, riders! We've created simple overview flyers specifically for the routes that have major changes proposed for Dec. 12. Service Alert: Due to the Come Out With Pride parade, streets around the City of Orlando will be closed from Friday, Oct. 8 at 8p until Sunday, Oct. 10 at 4a. Response to complaint about ACCESS LYNX delays.



# LYNX Board Agenda

Oct 9	<p>A beautiful start to your Saturday morning.</p> <p>Service Alert: Due to the Orlando Pride match today (Oct. 9) Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. between Westmoreland Dr. and Terry Ave. will be closed from 2p until 11p. Links 20, 21, 62 and 319 will be detoured around this area.</p>
Oct 10	<p>LYNX will be operating a normal weekday schedule on Columbus Day, tomorrow, Oct. 11.</p> <p>Service Alert: On Wednesday, Oct. 13 at 9a through Monday, Oct. 18 at 5a, Orange Avenue will be closed from E. Pine Street to E. South Street so that the “IMMERSE” event may take place.</p>
Oct 11	<p>Reminder: LYNX will be operating a normal weekday schedule today, Oct. 11 for Columbus Day.</p> <p>Just a reminder that we will be holding two Public Workshops/Hearings this week to provide information and gather feedback for the Dec. 12 service proposal.</p> <p>Response to complaint ACCESS LYNX service.</p>
Oct 12	<p>Join us today for a Public Workshop/Hearing to provide information and gather feedback for the Dec. 12 service proposal.</p> <p>Service Alert: On Wednesday, Oct. 13 at 9a through Monday, Oct. 18 at 5a, Orange Avenue will be closed from E. Pine Street to E. South Street so that the “IMMERSE” event may take place. Several routes will be detoured during this closure.</p> <p>Response to comment about Link 108 running later on Saturday.</p> <p>Response to question about trip planning.</p> <p>Response to complaint about the LYNX bus tracker.</p>
Oct 13	<p>We will be holding our second and final Public Workshop/Hearing today to provide information and gather feedback for the Dec. 12 service proposal.</p> <p>For an overview of the routes that have major changes proposed for Dec. 12, please follow the link to view the info available for each route:</p> <p>Metro Plan Orlando Repost: Here's a sneak peek of the special surprise we have lined up for the Blind Americans Equality Day virtual event on Friday, October 15 at 12 pm.</p> <p>LYNX will be adding an extra public workshop and hearing on Tuesday, Oct. 19 for the upcoming Dec. 12 service change.</p>
Oct 14	<p>LYNX Central Station night lights. <a href="#">#BreastCancerAwarenessMonth</a></p> <p>Service Alert: Starting today (Oct. 13) through Monday, Oct. 18 at 5a, Orange Ave will be closed from E. Pine St to E. South St for the IMMERSE event. Several routes will be detoured during this closure.</p>
Oct 15	<p>Service Alert: On Monday, Oct. 18 at 6a until Wednesday, Oct. 20 at 6a, the I-4 Underpass on Livingston St. between Hughey Ave. and Garland Ave. will be closed for construction. As a result, the LYMMO Orange line will be detoured during this time.</p> <p>Wash your paws! <a href="#">#GlobalHandwashingDay</a></p> <p>Service Alert Reminder: Now through Monday, Oct. 18 at 5a, Orange Ave will be closed from E. Pine St to E. South St for the IMMERSE event. Several routes are being detoured during this closure.</p>
Oct 16	<p>The Lost and Found window will be open today from 9a to 1p for those needing to obtain a LYNX Youth or AdvantAge ID card.</p> <p>There will be many events taking place in the City of Orlando this weekend and road closures will be in place which could impact your commute.</p>

# LYNX Board Agenda

Oct 17	<p>LYNX will be hosting an extra public workshop and hearing this Tuesday, Oct. 19 for the upcoming Dec. 12 service change.</p> <p>Still need a COVID-19 vaccine?</p> <p>Another pop-up vaccine opportunity courtesy of the Florida Department of Health.</p> <p>Service Alert Reminder: On Monday, Oct. 18 at 6a until Wednesday, Oct. 20 at 6a, the I-4 Underpass on Livingston St. between Hughey Ave. and Garland Ave. will be closed for construction.</p>
Oct 18	<p>Don't forget, LYNX will be hosting an extra public workshop and hearing tomorrow, Oct. 19 for the upcoming Dec. 12 service change.</p> <p>October is National Disability Employment Awareness Month.</p> <p>Correction: The pop-up vaccine event will be held at the LCS Customer Service lobby this Friday, Oct. 22 from 1p - 6p.</p> <p>Response to request for clarification on the pop-up vaccine event.</p>
Oct 19	<p>Good morning from Kissimmee!</p> <p>Response to riders question why are the buses different colors?</p> <p>Please join us for a public workshop and hearing today (Oct. 19) at 4p for the upcoming Dec. 12 service change.</p> <p>Service Alert: Due to the Orlando City Soccer match tomorrow (10/20), Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. b/w Westmoreland Dr. and Terry Ave. will be closed from 2:30p-11:30p. Links 20, 21, 62 and 319 will be detoured.</p> <p>Service Alert: Starting Thursday, Oct. 21, Columbia Ave will be closed from Thacker Ave to Orange Blvd due to construction.</p> <p>Response to complaint about a bus operator on Link 18.</p>
Oct 20	<p>If you still need a COVID-19 vaccine, stop by the LCS Customer Service lobby on Friday, Oct. 22 from 1p - 6p.</p> <p>Service Alert: Due to the Orlando City Soccer match today (10/20), Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. b/w Westmoreland Dr. and Terry Ave. will be closed from 2:30p-11:30p.</p> <p>Service Alert: Due to construction Holden Avenue will be closed between Orange Blossom Trail and Rio Grande Ave until further notice. Link 8 will be detoured during this closure.</p>
Oct 21	<p>Lots of major service changes proposed for Dec. 12. Please visit</p> <p>Service Alert: Due to the Orlando Magic 5k, streets around the Amway Arena will be closed on Saturday, Oct. 23 from 6:30a to 11:00a. As a result several routes will be detoured.</p> <p>Service Alert: Due to the Walk to End Alzheimer's, streets around Lake Eola will be closed on Saturday, Oct. 23 from 4a to 11a. As a result, several routes will be detoured.</p> <p>Service Alert: Effective Sunday, 10/24/21 and until further notice, the LYMMO Orange Line will be extended to serve Creative Village and layover on Terry Ave at Livingston St. (current LYMMO Lime Line terminal) Service to the Amelia St. Garage will be discontinued.</p> <p>Service Alert: Due to the Calle Orange Festival, streets around the City of Orlando will be closed on Sunday, Oct. 24 at 4 a.m. until Monday, Oct. 25 at 2 a.m.</p>



# LYNX Board Agenda

Oct 22	<p>Just a reminder that we will be hosting a free pop-up vaccine event today at the LCS Customer Service lobby from 1p - 6p.</p> <p>The Oct. 28 LYNX Oversight Committee and Board of Directors meetings will be open to the public with members attending in person.</p> <p>Service Alert: Due to the Walk to End Alzheimer's, streets around Lake Eola will be closed tomorrow Saturday, Oct. 23 from 4a to 11a.</p> <p>Response to complaint about a skipped stop on Lee Road.</p>
Oct 23	<p>Service Alert: Due to the Orlando Magic 5k, streets around the Amway Arena will be closed on Saturday, Oct. 23 from 6:30a to 11:00a. As a result several routes will be detoured.</p> <p>Service Alert: Due to the Orlando City Soccer match tomorrow (10/24), Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. b/w Westmoreland Dr. and Terry Ave. will be closed from 2:30p-11:30p. Links 20, 21, 62 and 319 will be detoured.</p> <p>Service Alert: Due to the Calle Orange Festival, streets around the City of Orlando will be closed on Sunday, Oct. 24 at 4 a.m. until Monday, Oct. 25 at 2 a.m.</p> <p>Service Alert: Effective Sunday, 10/24/21 and until further notice, the LYMMO Orange Line will be extended to serve Creative Village and layover on Terry Ave at Livingston St. (current LYMMO Lime Line terminal) Service to the Amelia St. Garage will be discontinued.</p> <p>Response to complaint about</p>
Oct 24	<p>Service Alert: Effective today, 10/24/21 and until further notice, the LYMMO Orange Line will be extended to serve Creative Village and layover on Terry Ave at Livingston St. (current LYMMO Lime Line terminal) Service to the Amelia St. Garage will be discontinued.</p> <p>Mark your calendars for Oct. 29 through Nov. 5 as LYNX and partner agencies across the state gather to celebrate making smart, efficient, and safe multimodal transportation choices.</p>
Oct 25	<p>Good Monday morning from one of our favorite stops along the LYMMO Orange Line! <a href="#">#CityHallStation</a></p> <p>Service Alert: Starting Monday, Oct. 24 at 9a, Division Avenue between Central Boulevard and Church Street will be closed due to construction. This work is scheduled to be completed by Monday, Nov. 8. As a result Links 20, 36 and 40 will be detoured.</p> <p>Response to complaint about a skipped stop on US 192.</p>
Oct 26	<p>LYNX is hiring! We're looking for Bus Operators, Director of Planning &amp; Development, Vehicle Maintenance Technicians and more.</p> <p>Response to question on whether we offer training to get a CDL.</p>
Oct 27	<p>Tomorrow's LYNX Oversight Committee and Board of Directors meetings will be open to the public with members attending in person.</p> <p>The Love to Ride Florida challenge is returning and will kick off during Mobility Week 2021 on Oct. 29!</p> <p>Service Alert: Due to the Orlando Pride match tomorrow (Oct. 29) Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. between Westmoreland Dr. and Terry Ave. will be closed from 2p until 11p. Links 20, 21, 62 and 319 will be detoured around this area.</p>

# LYNX Board Agenda

Oct 28	<p>We have our two monthly meetings today, starting with the Oversight Committee meeting at 11a. Following the Board of Directors meeting at 1p.</p> <p>Boo! We hope you enjoy this Halloween throwback.</p> <p>In partnership with FDOT's Mobility Week, LYNX invites you to enjoy fare-free rides on LYNX bus and NeighborLink services on Friday, Oct. 29.</p> <p>Response to question about fare-free rides to kick off mobility week.</p>
Oct 29	<p>LYNX celebrates the official kickoff to Mobility Week today (Oct. 29) with fare-free rides to anyone who wishes to ride the bus or NeighborLink service.</p> <p>Response to question on if the free fare rides last all week.</p> <p>Today marks the official kick-off to Mobility Week 2021, the annual statewide celebration of smart, efficient, and safe transportation choices!</p> <p>Service Alert: Due to the Orlando Pride match today (Oct. 29) Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. between Westmoreland Dr. and Terry Ave. will be closed from 2p until 11p. Links 20, 21, 62 and 319 will be detoured around this area</p>
Oct 30	<p>Happy Halloween Eve from Church Street Station!</p>
Oct 31	<p>Service Alert: Due to the Orlando City Soccer match today (10/31), Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. b/w Westmoreland Dr. and Terry Ave. will be closed from 2:30p-11:30p. Links 20, 21, 62 and 319 will be detoured.</p> <p>Lennox wishes you a safe and Happy Halloween!</p> <p>Response to comment about the LYNX PawPass application.</p>

# LYNX ard Agenda

<b>Social Media Usage</b>		<b>October 2021</b>
Facebook Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)		52,417
Facebook Daily Total Impressions: The number of times any content from your Page or about your Page entered a person's screen. This includes posts, stories, check-ins, ads, social information from people who interact with your Page and more. (Total Count)		70,037
Total Facebook Posts		76
Facebook Engagement: The sum of reactions, comments and shares received by content associated with your Pages (for the selected timeframe). Includes comments from the author of the post.		834 Engagement: 644 Reactions, 103 Comments, 87 Shares
Total Tweets		89
Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.		116 Engagement: 83 Likes, 25 Retweets, 8 Replies
<b>Website Usage</b>		
Total Page Views		368,817
Total User Visits		56,156

# LYNX Board Agenda

## Commuter Vanpool Program

Vanpool	October 2021
Vanpool Participants	525*
Total Revenue Miles	127,000*
New Vanpool	0
Returned Vanpools	6
Current Vans at Service	131
Pending Interests	Osceola Council on Aging
Events	None

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

## Advertising Sales

Advertising Sales Revenue	August 2021	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$319,293.74	\$191,576.24	\$3,961,904.74	\$2,377,142.84

# LYNX Board Agenda

## Monthly Report B

**To:** LYNX Board of Directors

**From:** Bruce Detweiler  
Interim Director Of Planning And Development  
Bruce Detweiler  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6136

**Item Name:** Ridership Report - September 2021

**Date:** 12/9/2021

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The attached monthly Performance Report includes September Year-To-Date figures for ridership and other performance indicators. Total ridership for September 2021 was 1,262,307. This is a 16.9% increase from September 2020. On-Time Performance for Fiscal Year-To-Date 2021 is 78.2%.

- LYNX overall ridership increased by 182K, or 16.9%, compared to September 2020. Year-to-date ridership for FY-21 (14,113,944) decreased 20.9% compared to FY-20 (17,832,104)
- LYMMO ridership decreased by 4K, or 9.3%, compared to September 2020. Year-to-date ridership for FY-21 (456,542) decreased 20.7% compared to FY-20 (575,497).
- Fixed Route ridership increased by 191K, or 19.9%, compared to September 2020. Year-to-date ridership for FY-21 (12,804,988) decreased by 21.0% compared to FY-20 (16,201,034).
- NeighborLink ridership increased by 1K, or 3.3%, compared to September 2020. Year-to-date ridership for FY-21 (75,153) decreased 21.8% compared to FY-20 (96,160).
- ACCESSLYNX ridership increased by 1K, or 3.3%, compared to September 2020. Year-to-date ridership for FY-21 (513,823) decreased 14.1% compared to FY-20 (598,166).
- Vanpool ridership decreased by 7K, or 24.1%, compared to September 2020. Year-to-date ridership for FY-21 (263,438) decreased by 21.1% compared to FY-20 (334,032).
- There were no special events in September 2021.



## September 2021 Service Performance Report

### RIDERSHIP

Total Ridership by Mode						
	Sep-20	Sep-21	% Δ	YTD-20	YTD-21	% Δ
LYMMO	43,379	39,360	-9.3%	575,497	456,542	-20.7%
Fixed Route	959,840	1,151,256	19.9%	16,201,034	12,804,988	-21.0%
NeighborLink	5,926	6,832	15.3%	96,160	75,153	-21.8%
ACCESS LYNX	41,321	42,698	3.3%	598,166	513,823	-14.1%
Vanpool	29,185	22,161	-24.1%	334,032	263,438	-21.1%
Special Events	0	0	0	27,215	0	0
<b>SYSTEM TOTAL</b>	<b>1,079,651</b>	<b>1,262,307</b>	<b>16.9%</b>	<b>17,832,104</b>	<b>14,113,944</b>	<b>-20.9%</b>

<b>September 2020:</b>	21 Weekdays	4 Saturdays	5 Sundays
<b>September 2021:</b>	21 Weekdays	4 Saturdays	5 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Sep-20	Sep-21	% Δ	Sep-20	Sep-21	% Δ	Sep-20	Sep-21	% Δ
LYMMO	1,510	1,588	5.2%	823	611	-25.8%	652	713	9.4%
Fixed Route	35,442	43,881	23.8%	26,830	30,461	13.5%	21,647	21,583	-0.3%
NeighborLink	261	290	11.1%	178	186	4.5%	-	-	-
ACCESS LYNX	1,705	1,778	4.3%	939	874	-6.9%	352	467	32.7%
Vanpool	1,087	211	-80.6%	238	40	-83.2%	209	12	-94.3%
<b>SYSTEM TOTAL</b>	<b>40,005</b>	<b>47,748</b>	<b>19.4%</b>						

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**LYNX** ridership increased by 182K, or 16.9%, compared to September 2020. System-wide average weekday riders increased by 19.4% year-to-date.

**LYMMO** ridership decreased by 4K, or 9.3%, compared to September 2020. Average weekday ridership for LYMMO was up 5.2% in September 2021.

**Fixed Route** ridership increased by 191K, or 19.9%, compared to September 2020. Average daily ridership increased by 23.8% compared to the same time period last year. The COVID-19 pandemic was responsible for the decreases in ridership during the last year.

**NeighborLink** ridership increased by about 1K, or 3.3%, compared to September 2020. The overall reduction for the year was primarily due to the COVID-19 pandemic.

**ACCESS LYNX** ridership increased by about 1K, or 3.3%, compared to September 2020. COVID-19 had caused a decrease in ridership during the year.

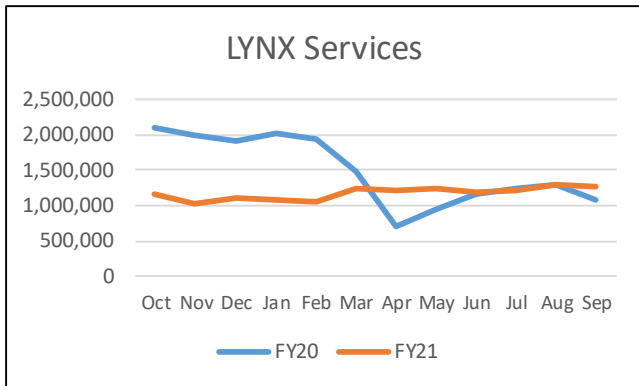
**Vanpool** ridership decreased by about 7K, or 24.1%, compared to September 2020. COVID-19 had caused a decrease in total Vanpool utilization.

\*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$2.30/gallon in September 2020 and \$3.27/gallon in September 2021. Historically, low gas prices can result in lower public transit ridership.

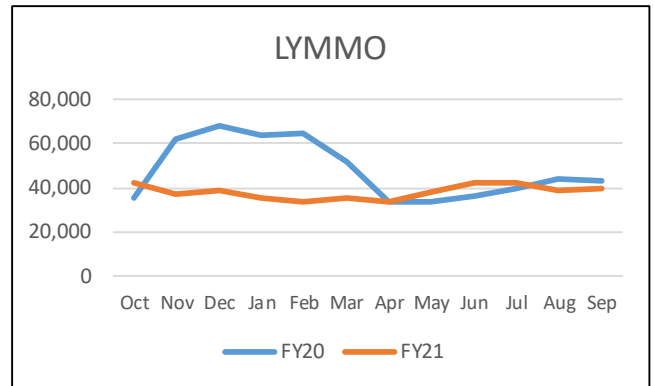


## September 2021 Service Performance Report

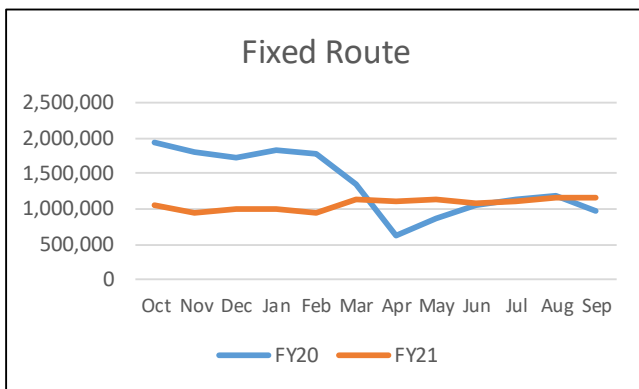
### MONTHLY RIDERSHIP TRENDS BY MODE



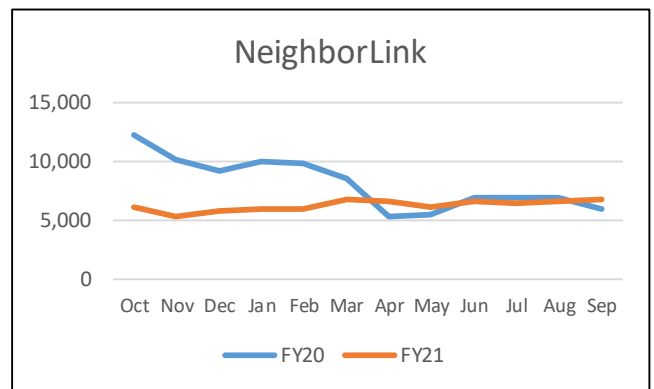
LYNX ridership increased by 16.9% compared to the same time last year. Average weekday riders increased by 19.4%.



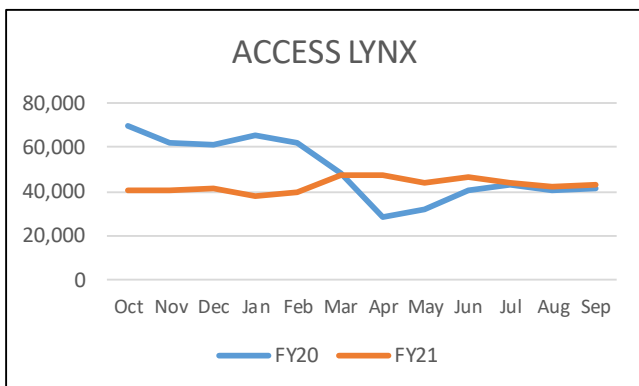
LYMMO ridership decreased by 9.4% compared to the same time last year. Average weekday riders increased by 5.2%.



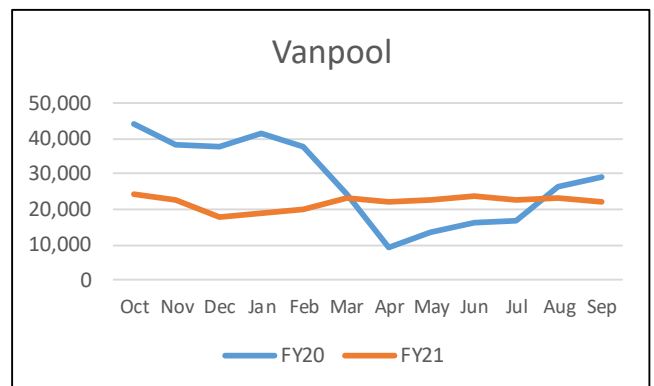
Fixed route ridership increased 19.9% compared to September 2020. Average weekday riders increased by 23.8%.



NeighborLink ridership increased 3.3% compared to September 2020. Average daily riders increased by 11.1%.



ACCESS LYNX ridership increased by 3.3% compared to September 2020. Average daily riders were up by 4.3%.



Vanpool ridership decreased by 24.1%. Average daily riders decreased by 80.6% compared to September 2020.



## September 2021 Service Performance Report

### FY21 Monthly Modal Performance Data Sheet - September 2021

LYMMO										
Oct	42,383	5	89%	Not Applicable	1	0.17	9,320	100%	16	100%
Nov	36,616	4	89%		0	0.14	8,780	100%	16	100%
Dec	38,943	4	88%		1	0.10	9,310	100%	15	99.6%
Jan	35,376	4	88%		0	0.28	8,962	100%	17	100%
Feb	33,198	4	87%		1	0.18	8,436	100%	23	98%
Mar	35,671	4	86%		0	0.11	9,489	100%	23	100%
Apr	33,303	4	87%		0	0.12	9,138	100%	23	99%
May	38,211	4	88%		0	0.13	9,141	100%	23	88%
Jun	42,337	5	86%		0	0.09	8,052	100%	23	89%
Jul	42,303	5	81%		0	0.11	9,141	100%	23	70%
Aug	38,841	4	82%		0	0.07	9,310	100%	16	100%
Sep	39,360	4	84%		0	0.08	8,959	100%	16	100%
YTD	456,542	4	86.3%		3	0.13	108,038	100%	20	95%
Fixed Route										
Oct	1,041,411	12	79%	11%	8	0.17	90,806	99%	278	100%
Nov	954,102	11	79%	11%	4	0.14	84,956	99%	282	100%
Dec	1,008,216	11	79%	12%	6	0.10	90,500	99%	290	99.6%
Jan	984,743	11	81%	11%	5	0.28	89,308	99%	299	100%
Feb	955,250	12	80%	13%	10	0.18	83,300	99%	296	98%
Mar	1,120,119	12	79%	11%	13	0.11	93,197	99%	296	100%
Apr	1,101,723	12	78%	13%	9	0.12	89,898	98%	292	99%
May	1,138,703	13	79%	15%	6	0.13	90,929	98%	279	88%
Jun	1,075,408	12	78%	12%	3	0.09	89,308	98%	283	89%
Jul	1,106,300	12	77%	12%	11	0.11	94,474	96%	286	70%
Aug	1,167,757	14	76%	14%	6	0.07	88,793	94%	282	100%
Sep	1,151,256	14	76%	14%	2	0.08	85,589	96%	284	100%
YTD	12,804,988	12	78.2%	12%	83	0.13	1,071,058	98%	287	95%





## September 2021 Service Performance Report

### FY21 Monthly Modal Performance Data Sheet - September 2021

Month End Reporting	Ridership	On-Time Performance	Collected Fares	NTD Reportable Incident	Complaints per 100,000 Miles	Fleet Availability	Preventable Maintenance Inspection Completed On-Time
NeighborLink							
Oct	6,128	100%	100%	0	5.4	91%	100%
Nov	5,325	100%	100%	0	2.1	87%	98%
Dec	5,836	100%	100%	0	5.1	83%	97%
Jan	6,012	100%	100%	0	7.3	90%	98%
Feb	5,908	100%	100%	0	5.4	84%	100%
Mar	6,738	100%	100%	0	4.8	85%	100%
Apr	6,625	100%	100%	0	4.9	96%	99%
May	6,086	100%	100%	0	5.5	97%	100%
Jun	6,598	100%	100%	0	5.1	99%	100%
Jul	6,391	100%	100%	0	6.7	97%	100%
Aug	6,674	100%	100%	0	3.4	97%	100%
Sep	6,832	100%	100%	0	5.2	99%	100%
YTD	75,153	100%	100%	0	5.1	92%	99%
ACCESS LYNX							
Oct	42,724	93.06%	99.75%	0	1.7	85%	100%
Nov	13,731	89.94%	99.89%	1	2.7	86%	98%
Dec	41,273	91.87%	99.77%	1	3.1	90%	97%
Jan	37,888	91.92%	99.83%	0	2.2	90%	98%
Feb	39,370	88.74%	99.83%	1	3.9	90%	100%
Mar	47,277	81.76%	99.81%	0	8.2	90%	100%
Apr	47,452	77.73%	99.83%	2	6.5	87%	99%
May	43,790	71.46%	99.87%	0	9.5	87%	100%
Jun	46,119	66.47%	99.98%	0	12.3	89%	100%
Jul	44,063	66.06%	99.77%	2	12.8	90%	100%
Aug	42,523	57.09%	99.79%	1	14.5	89%	100%
Sep	42,698	64.92%	99.76%	0	13.2	87%	100%
YTD	488,908	78.42%	99.82%	8	7.5	88%	99%



## September 2021 Service Performance Report

### Definitions of Metrics Used on the Monthly Performance Data Sheets

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

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

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

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

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

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

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

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

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

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

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

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