

# LYNX Board Agenda

Meeting Date: 04/23/2026  
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 03.26.26 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. Award Contracts


- i.  Authorization to Negotiate and Execute Contract 26-C058 with Akerman, LLP for Federal Lobbying Services for a Not to Exceed (NTE) Amount of \$360,000 for the Initial Three (3) Year Term Pg 10

### B. Miscellaneous


- i.  Authorization to Extend Contract 21-C35 with American Facilities Services, Inc. for Three (3) Months and Increase the Total Not to Exceed (NTE) to \$1,493,600 Pg 12

- ii.  Authorization to Enter Into a Transit Station License Agreement (TLA) with the School Board of Orange County for Bus Shelter Installation on Eastbound Oak Ridge Road Near Sadler Elementary School Pg 14

-Attachments 


- iii.  Authorization to Enter into a Transit Station License Agreement (TLA) with TGA SMI Verve Orlando, LLC for Bus Shelter Installation on Northbound Alafaya Trail and Science Drive Pg 27


-Attachments 




- iv.  Authorization to Enter into a Memorandum of Agreement (MOA) with Orange County for Tangelo Park Transit Shelter Contributions Including Four Transit Shelters/Amenities and Eight Additional Trash Receptacles at Nearby Bus Stops for a Total Contribution Amount of \$268,000 Pg 37

-Attachments 



- v.  Authorization to Negotiate Contracts with Kittelson & Associates, Inc. , and WSP USA, Inc. for General Planning Consultant (GPC) Services Pg 51

- vi.  Authorization to Dispose of Lost and Found Items Pg 53

- vii.  Authorization to Execute a Lease Agreement with Eat My Gritz, LLC for Retail Space at LYNX Central Station (LCS) Pg 55

- viii.  Authorization to Purchase Three (3) 2026 Ford Explorer Vehicles as Replacement Vehicles for Transportation Supervisors for a Not to Exceed (NTE) Amount of \$171,000 Pg 57
  - ix.  Authorization to Amend the Shingle Creek Transit and Utility Community Development District (CDD) Bus Service Agreement for FY2026 Pg 59
- Attachments 






## 7. Action Agenda

- A.  Authorization to Execute the First Option Year and Amend the Paratransit Contract to, Among Other Amendments, Transition the Customer Service Center to Transdev Services, Inc. and Increase the Not to Exceed (NTE) Amount to \$158,750,000 Pg 69
- Attachments 

## 8. Work Session

- A.  Funding Model Formula Policy Pg 75
- B.  Fare Study Presentation and Discussion Pg 76

## 9. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 - March 2026 Pg 79
  - B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 80
- Attachments  
- C.  Quarterly Service Recognition Pg 85

## 10. Monthly Reports

- A.  Communications Report - March 2026 Pg 87
  - B.  Monthly Financial Report - January 2026 Pg 92
- Attachments 
- C.  Paratransit Monthly Report - March 2026 Pg 94
- Attachments 
- D.  Ridership Report - February 2026 Pg 97
- Attachments 

## 11. Other Business

## 12. 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:**       **March 26, 2026**

**TIME:**       **1:00 p.m.**

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**Members in Attendance:**

Buddy Dyer, Mayor, City of Orlando, Chair  
Jerry Demings, Mayor, Orange County, Vice-Chair  
Viviana Janer, Commissioner, Osceola County BoCC  
Amy Lockhart, Commissioner, Seminole County BoCC  
John Tyler, Secretary, Florida Department of Transportation – District 5, Secretary

**1. Call to Order**

Chair Mayor Dyer called the meeting to order at 1:03 p.m.

Chair Dyer asked Commissioner Janer to lead the Pledge of Allegiance.

**2. Approval of Minutes**

Tiffany Homler Hawkins noted a correction in the January 22, 2026, meeting minutes. Under item 7.B., it was stated that Secretary Tyler abstained from voting on the item. However, Secretary Tyler was not present at the meeting. The minutes were corrected and distributed to Board members. Commissioner Janer moved to approve the Board of Directors meeting minutes of January 22, 2026, with the correction. Second by Secretary Tyler. The minutes were unanimously approved with the correction.

**3. Public Comments**

Lance Hendrickson – Orlando, FL

Ms. Hendrickson urged the Board to vote no on the April Service change proposal. She stated that Scout is an inadequate replacement for the bus and NeighborLink due to capacity and price.

Jackson O’Leary – Orlando, FL

Mr. O’Leary stated that many people do not have reliable access to the internet, which makes Scout service difficult. He also sees Scout as a regressive tax on poor working people, since the fare is double LYNX bus service.

Joshua Soars – Orlando, FL

Mr. Soars stated that bus service to Epic Universe is not reliable and he would like buses to be on time.

Joanne Counelis – Lake Mary, FL

Ms. Counelis stated that she waited three hours for her Scout service to arrive, and she missed her bus. She is not happy and would like more Scout cars and more bus service.

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

Tiffany Homler Hawkins, Chief Executive Officer, stated that the Annual Partners Softball Tournament is this Saturday.

#### **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 January 22, 2026, Oversight meeting.

Kurt Petersen, Vice-Chair of the Finance & Audit Committee, gave a report on the March 24, 2026 Finance & Audit Committee meeting. The Finance Committee recommends approval of all Consent Agenda items.

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

There were presentations on the financial audit, an update on the Southern Operations base, potential Funding Model Policy updates, FY2027 Budget Assumptions, FY2026 1<sup>st</sup> Quarter Operating results, and Service Changes.

The election of Oversight Committee officers was held with Commissioner Janer elected as Chair of the Committee and Renzo Nastasi from Orange County as Vice-Chair.

#### **6. Consent Agenda:**

Chair Mayor 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.D.xiv. Ms. Homler Hawkins stated that she recommends the entire Consent Agenda for approval.

##### **A. Request for Proposal (RFP)**

- i. Authorization to Release a Request for Proposal (RFP) for Consulting Services for LYNX's Transit Development Plan Major Update and System-Wide Passenger Survey
- ii. Authorization to Release a Request for Proposal (RFP) for Occupational Health Services

##### **B. Award Contracts**

- i. Authorization to Negotiate and Award Contract 26-C053 to PYE-Barker Fire & Safety, LLC for Amerex & Fogmaker Portable Fire Extinguisher and Vehicle Suppression System for a Not to Exceed (NTE) Amount of \$441,008 for the Initial Two (2) Year Term

C. Extension of Contracts

- i. Authorization to Exercise the Second Option Year of Contract 22-C48 with Barracuda Building Corporation for the Installation of Bus Shelters and Amenities Throughout the LYNX Service Area and Increase the Not to Exceed (NTE) Amount to \$11,500,000
- ii. Authorization to Exercise the Second Option Year of Contract 22-C54 with Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Style Transit Shelters and Increase the Not to Exceed (NTE) Amount to \$4,800,000

D. Miscellaneous

- i. Authorization to Execute MetroPlan Orlando's FY2026-2027 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement in the Amount of \$480,000
- ii. Authorization to Submit 2026 Title VI Program Update to the Federal Transit Administration (FTA)
- iii. Authorization to Enter into a Memorandum of Understanding with Orlando Police Department for Law Enforcement Services and Master Staffing Agreement with Off Duty Management, Inc. for a Not to Exceed (NTE) Amount of \$387,000
- iv. Ratification of Contract 26-C047 to Commercial Risk Management, Inc. for Third Party Administrator Services for Workers' Compensation, Tort, Public Liability and Claims Subrogation for a Not to Exceed (NTE) Amount of \$1,139,925 for the Initial Three (3) Year Term
- v. Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies
- vi. Authorization to Purchase Remix Transit Planning Software-as-a-Service Utilizing the 791 Purchasing Cooperative Contract for a Not to Exceed Amount of \$207,400
- vii. Authorization to Execute a Contract Modification with Denovo Ventures, LLC to Remove the Human Capital Management Payroll Application from the Oracle Enterprise Resource Planning System
- viii. Authorization to Auction Surplus Capital Items
- ix. Authorization to Increase the Not to Exceed (NTE) Amount of Contract 21-C46 with Kimley-Horn and Associates, Inc. for Architectural and Engineering Services for Bus Shelters and Associated Amenities, Transfer Centers, and Lymmo to \$5,500,000
- x. Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages
- xi. Authorization to Sign a Facilities Use Agreement with Valencia College for Parking Space for NeighborLink Vehicles
- xii. Authorization to Execute a Contract Modification to Freebee Contract 26-C017 to Include Requirements Related to the Valencia College Parking Agreement
- xiii. Ratification of Submittal of the Fiscal Year 2026 Transit Development Plan Minor Annual Update to the Florida Department of Transportation (FDOT)
- xiv. Authorization to Declare March 2026 as Procurement Month

Commissioner Janer made a motion to approve Consent Agenda items 6.A.i. through 6.D.xiv. Seconded by Commissioner Lockhart. Commissioner Lockhart inquired about item 6.C.i. She would like a breakdown of the costs of the items. Ms. Homler Hawkins stated that LYNX staff will send out that information. Motion passed unanimously.

## 7. Action Agenda

- A. Ratification of Block Grant for Operating Assistance and Execute a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) and Adoption of Resolution 26-004

Chair Mayor Dyer recognized Tiffany Homler Hawkins who stated that this is an annual block grant agreement with FDOT and is on the Action Agenda to allow the FDOT representative to abstain from voting. Secretary Tyler stated that he will abstain from voting on this item.

Commissioner Janer made a motion for Ratification of Block Grant for Operating Assistance and Execute a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) and Adoption of Resolution 26-004. Second by Commissioner Lockhart. Motion passed unanimously with Secretary Tyler abstaining.

- B. Authorization to Approve FY2025 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Chair Mayor Dyer recognized Joel Knopp, Forvis Mazars, to make the presentation. Mr. Knopp stated that there were no audit adjustments, no material weaknesses or significant deficiencies.

Commissioner Janer made a motion for Authorization to Approve FY2025 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program. Second by Secretary Tyler. Motion passed unanimously.

- C. Authorization to Implement April 26, 2026 Service Changes

Chair Mayor Dyer recognized Carl Weckenmann, Director of Planning and Development, to make the presentation. Mr. Weckenmann stated that there was community outreach in March at the Kissimmee Inter-modal center and LYNX Central Station. NeighborLink service will be modified to remove time points and bus service. This will become a true "on demand" service with no fare changes.

Secretary Tyler made a motion for Authorization to Implement April 26, 2026 Service Changes. Second by Mayor Demings. Motion passed unanimously.

- D. Authorization to Purchase Property for the LYNX Southern Operations and Maintenance (O&M) Facility for a Not to Exceed (NTE) Amount of \$13,500,000

Chair Mayor Dyer recognized Ms. Homler Hawkins who stated that this property purchase has been talked about since 2010. Ms. Homler Hawkins then introduced Michelle Kendall, WSP USA, Inc., to make the presentation. Ms. Kendall stated that a new Southern Operations Base is needed because LYNX Operations Center (LOC) is over capacity and the lease with the City of Kissimmee was never meant to be permanent. The lease will expire in 2030.

At the March 2025 Board of Directors meeting four site options were presented. The Board recommended site “D” as a possible operations base. This project will be completed in three phases and the estimated project cost is around \$71.5 million. The construction cost is a planning level cost and a more detailed cost estimate will be available after the design process is completed.

Phase one is completed. Phase two is the Board approval to purchase the property, which moves the project into design and construction. The National Environmental Policy Act (NEPA) document has been approved by the Federal Transit Administration (FTA). In Fall of 2025, the FTA concurred with the appraisal of the property. Negotiations began in October with an agreed purchase price of \$13.5 million. A settlement request was sent to FTA, since the price is above the appraised price.

Several funding sources were presented. There is no additional local match required to purchase the property.

Commissioner Lockhart asked what would happen if the FTA does not approve the \$13.5 million purchase price. Ms. Homler Hawkins stated that LYNX has identified a potential local match which would be brought back to the Board, if that happened. LYNX is in a due diligence phase with the seller and the FTA. The \$3 Capital match from the funding partners is eligible to use for the property purchase. This would be brought before the Board for approval to use these funds. The intent is that this would all be 5307 funds. This will be completed in phases. All grant submittals will be submitted for approval. The FTA does not have a timeframe to reply, but they have been responding quickly.

Commissioner Janer made a motion for Authorization to Purchase Property for the LYNX Southern Operations and Maintenance (O&M) Facility for a Not to Exceed (NTE) Amount of \$13,500,000. Second by Secretary Tyler. Motion passed unanimously.

## **9. Information Items**

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

- A. Notification of Settlement Agreements Pursuant to Administrative Rule 6-February 2026
- B. Notification of Settlement Agreements Pursuant to Administrative Rule 6-January 2026
- C. Notification of Sole Source Procurements Pursuant to Administrative Rule 4

## **10. Monthly Reports**

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

- A. Communications Monthly Report – February 2026
- B. Monthly Financial Report – December 2025
- C. Paratransit Monthly Report – February 2026

- D. Ridership Report – January 2026
- E. Ridership Report – December 2025

**11. Other Business**

No other business was discussed.

**12. Adjourned:**

The meeting adjourned at 1:40 p.m.

**Certification of Minutes:**

I certify that the foregoing minutes of the March 26, 2026, 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:** Maurice Jones  
DIRECTOR OF PROCUREMENT  
Maurice Jones  
Technical Contact

**Phone:** 407.841.2279 ext: 6057

**Item Name:** Authorization to Negotiate and Execute Contract 26-C058 with Akerman, LLP for Federal Lobbying Services for a Not to Exceed (NTE) Amount of \$360,000 for the Initial Three (3) Year Term

**Date:** 04/23/2026

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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 contract 26-C058 with Akerman, LLP for Federal Lobbying Services, for an initial three (3) year term with two (2) one (1) year renewal options and to waive the competitive solicitation process provided for in LYNX Administrative Rule 4, Procurement and Contract Administration. The total not to exceed (NTE) for the initial term is \$360,000.

### **BACKGROUND:**

On May 22, 2025, the LYNX Board of Directors approved authorizing staff to exercise the second option year of LYNX Contract 21-C38 and increase the not to exceed (NTE) to \$550,000. The second option year expiration date is set to expire on June 9, 2026.

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

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

# LYNX Board Agenda

## **FISCAL IMPACT:**

The FY2026 approved operating budget includes \$110,000 for Federal Lobbying Services.

# LYNX Board Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Board of Directors

**From:** Aubrey Moses  
DIRECTOR OF MAINTENANCE  
Ricky Gonzalez  
Technical Contact

**Phone:** 407.841.2279 ext: 6105

**Item Name:** Authorization to Extend Contract 21-C35 with American Facilities Services, Inc. for Three (3) Months and Increase the Total Not to Exceed (NTE) to \$1,493,600

**Date:** 04/23/2026

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend contract 21-C35 with American Facilities Services, Inc. for three (3) months and increase the total not to exceed (NTE) amount to \$1,493,600.

### **BACKGROUND:**

On Mar 25, 2021, LYNX Board of Directors approved the award of Contract 21-C35 for janitorial services at LYNX facilities with American Facilities Services, Inc., for three (3) years with two (2) one (1) year options for a not to exceed amount of \$1,403,052.

On April 24, 2025, LYNX Board of Directors approved exercising the third option year of contract 21-C35 for janitorial services at LYNX facilities with American Facilities Services, Inc. The third option year expires July 31, 2026. Staff is requesting to increase the NTE by \$90,548 to extend janitorial services for three (3) months during the solicitation process.

Janitorial Services are used at the following LYNX facilities:

- 2500 LYNX Lane
- 455 North Garland Avenue

# LYNX Board Agenda

LYNX Facilities Maintenance group performs janitorial services at all other LYNX locations.

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$360,000 for janitorial services at LYNX facilities.

# LYNX Board Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Jennifer Hall  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Enter Into a Transit Station License Agreement (TLA) with the School Board of Orange County for Bus Shelter Installation on Eastbound Oak Ridge Road Near Sadler Elementary School

**Date:** 03/26/2026

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Transit Station License Agreement (TLA) with the School Board of Orange County (OCPS) for bus shelter installation on eastbound Oak Ridge Road near Sadler Elementary School. The project site includes three transit shelters and their associated amenities to be installed partially on the right-of-way and partially on OCPS property.

### **BACKGROUND:**

In July 2025, LYNX approached the OCPS about installing bus shelters on eastbound Oak Ridge Road near Sadler Elementary School. After various correspondence, it was agreed upon to move forward with the project. On March 10, 2026, the OCPS signed this TLA, agreeing to the installation of three new bus shelters and associated amenities at a location near Sadler Elementary School. The project location is partially located on the right-of-way and partially on OCPS property. There is a fence separating school grounds from the shelters' location. This requested action is to formally consent to LYNX signing the TLA. The shelters and amenities will remain as property of LYNX.

# LYNX Board Agenda

## **FISCAL IMPACT:**

The FY2026 Approved Capital Budget includes \$13,473,921 for the installation of new bus shelters and amenities throughout Orange County. These projects are covered with Accelerated Transportation Safety Plan (ATSP) funding.



# Orange County Public Schools

**DATE:** March 16, 2026  
**TO:** Sergio Ruiz, Staff Attorney III  
**FROM:** Jeni Mirabella, REM Administrative Specialist  
**SUBJECT:** Lynx Agreement / Sadler ES

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Please see attached Transit Station License Agreement for Lynx Bus Shelter Location #2341 at Sadler ES.

I have also attached a copy of the Board Docs from the March 10, 2026 meeting.

Please have signed and returned to Real Estate Management.

Thank You,  
Jeni Mirabella  
Real Estate Management and Land Development  
(407) 317-3954

**Agenda Item Details**

Meeting	Mar 10, 2026 - School Board Meeting, 5:00 PM
Category	15. Consent - Approve Legal/Audit Items
Subject	15.05 Request Approval of the Transit Station License Agreement by and Between the School Board of Orange County, Florida and Central Florida Regional Transportation Authority, d/b/a LYNX, and Authorization to Execute and Record the Transit Station License Agreement
Type	Action (Consent)
Recommended Action	Approval of the Transit Station License Agreement by and Between the School Board of Orange County, Florida and Central Florida Regional Transportation Authority, d/b/a LYNX, and Authorization to Execute and Record the Transit Station License Agreement
Goals	<a href="#">5. Engaged and Invested Community</a> <a href="#">4. Efficient and Fiscally Sound Operations</a> <a href="#">2. Safe and Supportive Environment</a> <a href="#">1. High Expectations for Student Mastery</a>

**BACKGROUND:**

The Central Florida Regional Transportation Authority, d/b/a LYNX ("LYNX"), is proposing improvements to Bus Shelter Location #2341 as part of its Accelerated Transportation Safety Program. The existing shelter is located on property owned by the School Board of Orange County, Florida ("School Board") at Sadler Elementary School, 4000 W. Oak Ridge Road, Orlando, Florida 32809 (Parcel ID 20-29-29-5360-00-330). The shelter has been in place since at least 2007.

In order to complete the proposed improvements, LYNX requires authorization to access and utilize a portion of the School Board's property for the installation, operation, and maintenance of a public transit shelter and related amenities.

The School Board and LYNX are parties to a Transit Station License Agreement (the "Agreement"), which grants LYNX a license to enter upon the property for the limited purpose of installing, operating, and maintaining a transit station. The authorized improvements may include passenger waiting shelters, benches, trash receptacles, signage, and other amenities customarily used in LYNX's public transit system.

Pursuant to the Agreement, LYNX is responsible for all costs associated with the installation, operation, and maintenance of the transit facilities and retains ownership of the improvements. All LYNX employees, contractors, and agents accessing the property must comply with applicable law, including the Jessica Lunsford Act.

The Agreement provides the mechanism for LYNX to proceed with the proposed bus shelter improvements while ensuring that the School Board retains ownership of the underlying property and that the use remains limited to public transit purposes.

**FISCAL IMPACT STATEMENT:**

N/A

**STUDENT DATA TO BE SHARED:**

N/A

**RECOMMENDED RESOLUTION:**

Approval of the Transit Station License Agreement by and between the School Board of Orange County, Florida and Central Florida Regional Transportation Authority, d/b/a LYNX, and authorization to execute and record the Transit Station License Agreement

**SUBMITTED AND PREPARED BY:**

Harold Bordon, Chief Executive Officer, Strategy and Infrastructure  
 Tamara L. Peic, MPA, Senior Administrator, Real Estate Management  
 Sergio Ruiz, Staff Attorney III, Office of Legal Services  
 Christopher J. Wilson, Esq., Outside Counsel

[TLA\\_for\\_Stop\\_2341\\_FINAL\\_CJW\\_signed\\_3.2.26.pdf \(898 KB\)](#)

**Motion & Voting**

Approval of the Consent Agenda

Motion by Angela Gallo, second by Vicki-Elaine Felder.

Final Resolution: Motion Carries

Yea: Teresa Jacobs, Angela Gallo, Alicia Farrant, Vicki-Elaine Felder, Melissa Byrd, Anne Douglas, Stephanie A Vanos

**OCPS EEO Non-Discrimination Statement**

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 West Amelia Street, Orlando, Florida 32801, attend to compliance matters: Equal Employment Opportunity (EEO) Officer & Title IX Coordinator: Keshara Cowans; ADA Coordinator: Jay Cardinali; Section 504 Coordinator: Tajuana Lee-Wenze. (407.317.3200)

**TRANSIT STATION LICENSE AGREEMENT**

**(near SADLER ELEMENTARY SCHOOL)**

**LYNX AGREEMENT NUMBER \_\_\_\_\_**

**THIS TRANSIT STATION LICENSE AGREEMENT (this “Agreement”) is entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by and between SCHOOL BOARD OF ORANGE COUNTY FLORIDA (“Licensor”); and**

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

**WITNESSETH**

**WHEREAS, LYNX operates a public transit system that transports the public throughout the Central Florida area; and**

**WHEREAS, it is critical to the success of the public transit system that passengers have safe and convenient locations to wait for and to board LYNX vehicles; and**

**WHEREAS, it is beneficial to Licensor and their officials, employees, agents and guests that vehicles operated by LYNX pick-up and drop-off passengers at a transit site located on its property described herein; and**

**WHEREAS, the parties agree that it is in their mutual best interests to place a transportation facility at the specified site for use as a transit station for LYNX vehicles, which will provide facilities for the embarking and disembarking of passengers to and from LYNX vehicles that are safe, convenient, accessible and comfortable for passengers on LYNX vehicles.**

**NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties, Licensor and LYNX hereby agree as follows:**

1. **Grant of License.** Licensor hereby grants LYNX a license (the “License”) to enter upon the real property located in Orange County, Florida, more particularly described and delineated by the site plan attached hereto as **Exhibit “A”** and made a part hereof (the “Transit Site”) for the sole and limited purpose of installing, operating and repairing a public transit station, subject to all of the terms and conditions provided for herein. Licensor agrees LYNX may install and use on the Transit Site a facility for passengers of LYNX vehicles which consists of one or more trash receptacles, benches, signs, passenger waiting shelters, and such other

items as may be used by LYNX in its public transit system (collectively, the **“Transit Station”**).

2. **Installation of Transit Station by LYNX.** LYNX shall at its expense provide all the materials and labor for the construction of the Transit Station on the Transit Site. LYNX shall retain ownership of such Transit Station. The Transit Station shall be comparable to other transit stations currently used by LYNX, or as may be modified or used by LYNX from time to time. Entry upon the Property shall require that LYNX, and its employees, contractors, and agents shall comply with the Jessica Lunsford Act.
  
3. **Term.** This Agreement shall commence on the date first written above for a term of ten (10) years and shall, subject to the right of termination hereinafter set forth, automatically renew thereafter on a yearly basis. Notwithstanding the foregoing sentence for the term of this Agreement, this Agreement may be terminated by LYNX at any time by giving ninety (90) written days notice to the Licensor that based upon LYNX's public transit system and utilization, the Transit Station is no longer needed, and, in such case, this Agreement will terminate at the end of said ninety (90) days. Upon termination of this Agreement, LYNX shall remove the Transit Station and all of LYNX's equipment at the Transit Site and shall return the Transit Site to substantially the condition existing prior to the installation of the Transit Station. Licensor shall have the option to terminate this Agreement by providing at least one hundred and eighty (180) days advance written notice to LYNX as provided for in Section 11, Notices. The Notice shall specify the date on which the termination shall become effective. If the Licensor requests the removal of the Transit Station and any associated amenities prior to the term of ten years (10) expiring, the Licensor must pay to LYNX the depreciation costs of the asset for the remainder years left on the term to ensure that the useful life of the asset has been met to satisfy the Federal Transit Administration Grant Management Guidelines.
  
4. **Damage to the Transit Station.** Licensee shall be responsible for day-to-day normal and customary maintenance of the Transit Station including trash pickup. LYNX shall be responsible for repair of any damage to the Transit Station or Transit Site, except for any damage which may be caused by Licensor or its agents, in which case the repair shall be undertaken by the Licensor. Such repair will be commenced within three (3) days after Licensor is notified by LYNX, in writing, of such damage.
  
5. **Emergencies.** If an emergency situation arises, with respect to the Transit Site where the Transit Site or any condition thereof presents an imminent threat to the health, safety or welfare of persons or property, LYNX shall make reasonable efforts to provide telephone notice to the Licensor's Contact Person. If allowing the emergency situation to continue would pose an imminent threat to health, safety or welfare of persons or property, Licensee may undertake such limited actions as are necessary to eliminate the emergency. For the purposes of this Paragraph, Licensee's Contact Person shall be: Jennifer Hall, address: 455 N Garland Ave.,

Orlando, FL 32801; telephone number: 407-713-3191; e-mail address: jhall@golynx.com. In the event the Licensor's Contact Person or any other information pertaining to the Licensor's Contact Person shall change, such change shall be provided to the LYNX Contract Administrator.

6. **Mutual Sovereign Immunity.** The parties are aware and understand that both parties are governmental bodies created by the Florida Legislature and, as such, are entitled to the benefit of sovereign immunity under the laws of the State of Florida. Nothing contained in this Agreement shall be deemed to be a waiver by either party of any of its rights under said sovereign immunity. The parties acknowledge that under the principle of sovereign immunity, each party is liable for its tortious acts only up to the amounts of \$200,000/\$300,000 as specifically provided in Florida Statutes § 768.28, or such other amount as may be specified in the future through any statutory modification of said statute.
7. **Advertising.** No advertising will be permitted at the site.
8. **Security.** Licensor shall not be responsible for providing security for the Transit Site or for any persons using the Transit Station.
9. **No Partnership.** Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto.
10. **Warranties and Representations.** Licensor does hereby represent and warrant to LYNX that as of the date of this Agreement to the best of Licensor's knowledge:
  - (a) Licensor has title to the Transit Site, and the legal description attached hereto is correct and accurate.
  - (b) There are no encumbrances on the Transit Site that could adversely affect the License or the Transit Station.
  - (c) Upon request by LYNX, Licensor shall furnish current title evidence to LYNX.
11. **Notices.** Any notice, request, demand, approval, consent or other communication which Licensor or LYNX may be required or permitted to give to the other party shall be in writing and shall be mailed or hand delivered to the other party at the addresses set forth below:

If to Licensor: School Board of Orange County  
445 West Amelia Street  
Orlando, FL 32801  
  
Attention: Real Estate Director  
Telephone No: 407-317-3700 ext. 2025906

If to LYNX: LYNX  
455 North Garland Avenue  
Orlando, Florida 32801-1518  
Attention: Chief Financial Officer  
Telephone No: 407.841.2279  
  
Jennifer Hall/Senior Project Manager  
Email address: jhall@golynx.com

or to such other address as either party shall have designated by notice to the other pursuant to this paragraph. The time of the rendition of such notice shall be one of the following: (i) two (2) days after same is deposited in an official United States Post Office with postage prepaid, and with certified or registered mail, return receipt requested; (ii) the date of when same is hand delivered; or (iii) the date delivered by overnight courier with confirmation of delivery required.

12. **Miscellaneous.**

- (a) **Status of License.** Although this Agreement is denominated as a “license”, it is deemed to be irrevocable by the Licensor and therefore is in the nature of an easement granting to LYNX the right to use the Transit Site.
- (b) **Recording.** Within ten (10) days of full execution hereof, LYNX shall, at the expense of the Licensee, record this Transit Station License Agreement in the Public Records of Orange County and a recorded copy thereof shall be filed with the Senior Staff Attorney and the Office of the Chief Executive Officer, or designee.
- (c) **Authorization.** Each of Licensor and LYNX hereby represent and warrant to the other that as of the date of this Agreement, the undersigned is duly authorized to execute this Agreement on behalf of Licensor or LYNX, respectively.
- (d) **Choice of Law; Venue.** This Agreement and the provisions contained herein shall be construed, controlled and interpreted in accordance with the

laws of the State of Florida. Venue for any dispute arising as a result of this Agreement shall be Orange County, Florida.

- (e) **Attorneys Fees.** In connection with any legal proceedings arising out of this Agreement, the prevailing party shall be entitled to recover its costs, expenses, attorney and paralegal fees, including without limitation, those incurred at trial and in any administrative, arbitration, mediation, bankruptcy or appellate proceedings.
  - (f) **Time of the Essence.** Time is of the essence of this Agreement.
  - (g) **Severability.** If any sentence, phrase, paragraph, provision or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions.
  - (h) **Interpretation of Agreement.** This Agreement shall be interpreted without giving effect to which party may have drafted this Agreement.
13. **Complete Agreement.** This Agreement constitutes the complete agreement between the parties as to the matters set forth herein and may not be amended or modified except in a writing signed by the party to be charged. The foregoing provision itself may not be modified orally; specifically, the parties are aware and understand that LYNX, as a public body is only bound by agreements actually signed by the proper authorized persons on behalf of LYNX. No person with LYNX has any “apparent authority”.

**[Signatures Begin on Following Page]**

AGREED TO by the parties hereto as of the date first above written.

Signed and sealed in the presence of:

“LICENSOR”  
THE SCHOOL BOARD OF ORANGE  
COUNTY, FLORIDA, a body corporate and  
political subdivision of the State of Florida

Cynthia Gomez  
Print Name: CYNTHIA GOMEZ  
Address: 445 W. Amelia St.

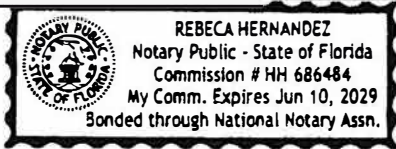
By: Teresa Jacobs  
Teresa Jacobs, Chair

Martha Cuatrecasas  
Print Name: Martha Cuatrecasas  
Address: 445 W. Amelia St.

Date: March 23, 2026

STATE OF FLORIDA            )  
  ) s.s.:  
COUNTY OF ORANGE        )

The foregoing instrument was acknowledged before me by means of  physical presence or [ ] online notarization, this 23 day of March, 2026, by Teresa Jacobs, Chair of The School Board of Orange County, Florida, a body corporate and political subdivision of the State of Florida, on behalf of The School Board, who is personally known to me or had produced \_\_\_\_\_ (type of identification) as identification.



Rebeca Hernandez

NOTARY PUBLIC OF FLORIDA  
Print Name: Rebeca Hernandez  
Commission No.: HH686484  
Expires: 06/10/29

AFFIX NOTARY STAMP

[ADDITIONAL SIGNATURE PAGES TO FOLLOW]

**THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA**, a body corporate and political subdivision of the State of Florida

Signed and sealed in the presence of:

[Signature]  
Print Name: Ruth Camacho  
Address: 445 W Amelia Street

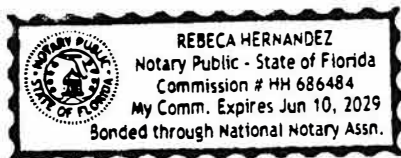
[Signature]  
Print Name: Marilim Gutierrez  
Address: 445 W. Amelia St.

Attest: [Signature]  
Maria F. Vazquez, Ed.D., as its Secretary and Superintendent

Dated: March 23, 2026

STATE OF FLORIDA            )  
  ) s.s.:  
COUNTY OF ORANGE        )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 23 day of March, 2026, by Maria F. Vazquez as Secretary and Superintendent of The School Board of Orange County, Florida, a body corporate and political subdivision of the State of Florida, on behalf of The School Board, who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.



AFFIX NOTARY STAMP

[Signature]  
NOTARY PUBLIC OF FLORIDA  
Print Name: Rebeca Hernandez  
Commission No.: HH 686484  
Expires: 06/10/29

Reviewed and approved by Orange County Public School's Chief Facilities Officer

Signed by: [Signature]  
Dr. Harold Border, Ed. D  
4CBFE078BEBD4AD  
Harold Border, Ed. D  
Chief Executive Officer, Strategy and Infrastructure

Date: 3/2/2026, 2026

Approved as to form and legality by legal counsel to The School Board of Orange County, Florida, exclusively for its use and reliance.

By: [Signature]  
Christopher J Wilson, Esq.

Date: 3/2/2026

“LYNX”

**CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY**

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Name of Witness)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Name of Witness)

\_\_\_\_\_  
(Address)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Reviewed as to Form:**

This Contract has been reviewed as to form by LYNX Senior Staff Attorney. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: \_\_\_\_\_

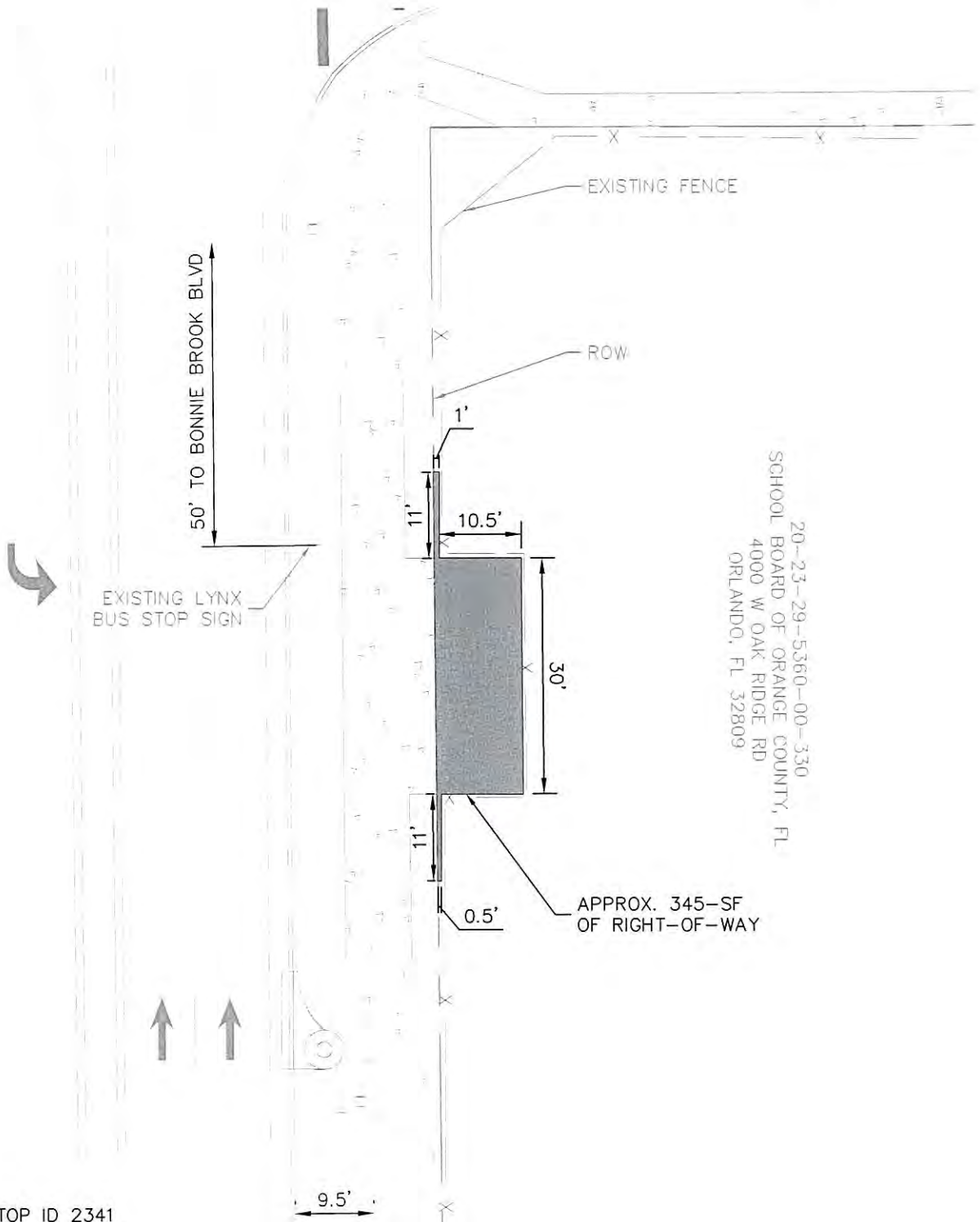
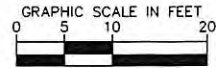
Name: Carrie L. Sarver, Esq., B.C.S.

Title: Senior Staff Attorney

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

As to “LYNX”

Exhibit "A"



NOTE:

LYNX STOP ID 2341  
 OAK RIDGE RD &  
 BONNIE BROOK BLVD  
 TRANSIT LICENSE  
 AGREEMENT (TLA)

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:

Always call 811 two full business days before you dig to have underground utilities located and marked.



SCALE	AS NOTED
DESIGNED BY	MRW
DRAWN BY	GCZ
CHECKED BY	MRW

**Kimley»Horn**  
 © 2025 KIMLEY-HORN AND ASSOCIATES, INC.  
 200 S Orange Ave. Suite 600, Orlando FL 32801  
 PHONE (407) 898-1511  
 WWW.KIMLEY-HORN.COM CA 0000696

DATE	8/18/2025
PROJECT NO.	149742211



PROPOSED LYNX SHELTER  
 SHELTER ID NO. 2341  
 OAK RIDGE RD & BONNIE BROOK  
 BLVD (EB)  
 ORLANDO, FLORIDA

DESIGN ENGINEER:	MICHAEL R. WOODWARD, P.E.
FLORIDA P.E. LICENSE NUMBER:	FL PE NO. 70009

SHEET NUMBER	TLA
--------------	-----

# LYNX Board Agenda

## Consent Agenda Item #6.B. iii

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Jennifer Hall  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Enter into a Transit Station License Agreement (TLA) with TGA SMI Verve Orlando, LLC for Bus Shelter Installation on Northbound Alafaya Trail and Science Drive

**Date:** 04/23/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Transit Station License Agreement (TLA) with TGA SMI Verve Orlando, LLC for bus shelter installation on northbound Alafaya Trail and Science Drive. The project site includes one transit shelter and its associated amenities to be installed partially on the right-of-way and partially on TGA SMI Verve Orlando, LLC property.

### **BACKGROUND:**

In December 2024, LYNX approached TGA SMI Verve Orlando, LLC about installing a bus shelter on northbound Alafaya Trail and Science Drive. After various correspondence, it was agreed upon to move forward with the project. On March 24, 2026, TGA SMI Verve Orlando, LLC signed the TLA, agreeing to the installation of one new bus shelter and associated amenities at a location near the University of Central Florida. The project location is partially located on the right-of-way and partially on TGA SMI Verve Orlando, LLC property. This requested action is to formally consent to LYNX signing the TLA. The shelters and amenities will remain as property of LYNX.

# LYNX Board Agenda

## **FISCAL IMPACT:**

The FY2026 Approved Capital Budget includes \$13,473,921 for the installation of new bus shelters and amenities throughout Orange County. These projects are covered with Accelerated Transportation Safety Plan (ATSP) funding.

# TRANSIT STATION LICENSE AGREEMENT

LYNX AGREEMENT NUMBER \_\_\_\_\_

THIS TRANSIT STATION LICENSE AGREEMENT (this “Agreement”) is entered into as of this \_\_\_\_\_ day of March, 2026 by and between TGA SMI VERVE ORLANDO OWNER LLC (“Licensor”);  
and

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

## WITNESSETH

**WHEREAS**, LYNX operates a public transit system that transports the public throughout the Central Florida area; and

**WHEREAS**, it is critical to the success of the public transit system that passengers have safe and convenient locations to wait for and to board LYNX vehicles; and

**WHEREAS**, it is beneficial to Licensor and their officials, employees, agents and guests that vehicles operated by LYNX pick-up and drop-off passengers at a transit site located on its property described herein; and

**WHEREAS**, the parties agree that it is in their mutual best interests to place a transportation facility at the specified site for use as a transit station for LYNX vehicles, which will provide facilities for the embarking and disembarking of passengers to and from LYNX vehicles that are safe, convenient, accessible and comfortable for passengers on LYNX vehicles.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements of the parties, Licensor and LYNX hereby agree as follows:

1. **Grant of License.** Licensor hereby grants LYNX a license (the “License”) to enter upon the real property located in Orlando, Florida, more particularly described and delineated by the site plan attached hereto as **Exhibit “A”** and made a part hereof (the “**Transit Site**”) for the sole and limited purpose of installing, operating and repairing a public transit station, subject to all of the terms and conditions provided for herein. Licensor agrees LYNX may install and use on the Transit Site a facility for passengers of LYNX vehicles which consists of one trash receptacle, bench, sign, passenger waiting shelter, and such other items as may be used by LYNX in its public transit system (collectively, the “**Transit Station**”).

2. **Installation of Transit Station by LYNX.** LYNX shall at its expense provide all the materials and labor for the construction of the Transit Station on the Transit Site. LYNX shall retain ownership of such Transit Station. The Transit Station shall be comparable to other transit stations currently used by LYNX or as may be modified or used by LYNX from time to time.

3. **Term.** This Agreement shall commence on the date first written above for a term of ten (10) years and shall, subject to the right of termination hereinafter set forth, automatically renew thereafter on a yearly basis. Notwithstanding the foregoing sentence for the term of this Agreement, this Agreement may be terminated by LYNX at any time by giving ninety (90) written days notice to the Licensor that based upon LYNX's public transit system and utilization, the Transit Station is no longer needed, and, in such case, this Agreement will terminate at the end of said ninety (90) days. Upon termination of this Agreement, LYNX shall remove the Transit Station and all of LYNX's equipment at the Transit Site and shall return the Transit Site to substantially the condition existing prior to the installation of the Transit Station. Licensor shall have the option to terminate this Agreement by providing at least one hundred and eighty (180) days advance written notice to LYNX as provided for in Section 11, Notices. The Notice shall specify the date on which the termination shall become effective. If the Licensor requests the removal of the Transit Station and any associated amenities prior to the term of ten years (10) expiring, the Licensor must pay to LYNX the depreciation costs of the asset for the remainder years left on the term to ensure that the useful life of the asset has been met to satisfy the Federal Transit Administration Grant Management Guidelines.

4. **Damage to the Transit Station.** Licensee shall be responsible for day-to-day normal and customary maintenance of the Transit Station including weekly trash pickup and monthly pressure washing. LYNX shall be responsible for repair of any damage to the Transit Station or Transit Site, except for any damage which may be caused by Licensor or its agents, in which case the repair shall be undertaken by the Licensor. The responsible party will commence minor or routine repairs within fifteen (15) business days after receiving notice from the other party, in writing, of such damage.

5. **Emergencies.** If an emergency situation arises, with respect to the Transit Site, where the Transit Site or any condition thereof presents an imminent threat to the health, safety or welfare of persons or property, LYNX shall make reasonable efforts to provide telephone notice to the Licensor's Contact Person. If allowing the emergency situation to continue would pose an imminent threat to health, safety or welfare of persons or property, Licensee may undertake such limited actions as are necessary to eliminate the emergency. For the purposes of this Paragraph, Licensee's Contact Person shall be: (Jennifer Hall, address: 455 N Garland Ave., Orlando, FL 32801; telephone number: 407-713-3191; e-mail address: jhall@golynx.com. In the event the Licensor's Contact Person or any other information pertaining to the Licensor's Contact Person shall change, such change shall be provided to the LYNX Contract Administrator.

6. **Sovereign Immunity.** The parties are aware and understand that the LYNX is a governmental body created by the Florida Legislature and, as such, is entitled to the benefit of sovereign immunity under the laws of the State of Florida. Nothing contained in this Agreement shall be deemed to be a waiver by the LYNX of any of its rights under said sovereign immunity. Licensor acknowledges that under the principle of sovereign immunity, LYNX is liable for its tortious acts only up to the amounts of \$200,000/\$300,000 as specifically provided in Florida Statutes § 768.28, or such other amount as may be specified in the future through any statutory modification of said statute.

7. **Advertising.** LYNX may place or permit placement of any advertising materials or public notices similar to those customarily placed on or in transit stations within the LYNX system on the exterior or interior of the Transit Station.

8. **Security.** Licensor shall not be responsible for providing security for the Transit Site or for any persons using the Transit Station.

9. **No Partnership.** Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto.

10. **Warranties and Representations.** Except for matters of record, Licensor does hereby represent and warrant to LYNX that as of the date of this Agreement to the best of Licensor's knowledge:

(a) Licensor has title to the Transit Site, and the legal description attached hereto is correct and accurate.

(b) There are no encumbrances on the Transit Site that could adversely affect the License or the Transit Station.

(c) Upon request by LYNX, Licensor shall furnish current title evidence to LYNX.

11. **Notices.** Any notice, request, demand, approval, consent or other communication which Licensor or LYNX may be required or permitted to give to the other party shall be in writing and shall be mailed or hand delivered to the other party at the addresses set forth below:

If to Licensor:

TGA SMI VERVE ORLANDO OWNER LLC  
c/o Subtext Living  
3000 LOCUST ST  
SAINT LOUIS, MO 63103  
Attention: Timothy VanMatre and Marina Malomud  
Email Address: tim@subtextliving.com and  
mmalomud@subtextliving.com

If to LYNX:

LYNX  
455 North Garland Avenue Orlando, Florida  
32801-1518 Attention: Chief Financial Officer  
Telephone No: 407.841.2279  
Attention: Jennifer Hall/Senior Project Managers  
Email address: jhall@golynx.com

or to such other address as either party shall have designated by notice to the other pursuant to this paragraph. The time of the rendition of such notice shall be one of the following: (i) two (2) days after same is deposited in an official United States Post Office with postage prepaid, and with certified or registered mail, return receipt requested; (ii) the date of when same is hand delivered; or (iii) the date delivered by overnight courier with confirmation of delivery required.

12. **Miscellaneous.**

(a) **Status of License.** Although this Agreement is denominated as a “license”, it is granting to LYNX the right to use the Transit Site. This License is personal to LYNX, shall not constitute a dedication of the Transit Site to public use, and shall terminate upon termination of this Agreement.

(b) **Authorization.** Each of Licensor and LYNX hereby represent and warrant to the other that as of the date of this Agreement, the undersigned is duly authorized to execute this Agreement on behalf of Licensor or LYNX, respectively.

(c) **Choice of Law. Venue.** This Agreement and the provisions contained herein shall be construed, controlled and interpreted in accordance with the laws of the State of Florida. Venue for any dispute arising as a result of this Agreement shall be Orange County, Florida.

(d) **Attorneys Fees.** In connection with any legal proceedings arising out of this Agreement, the prevailing party shall be entitled to recover its costs, expenses, attorney and paralegal fees, including without limitation, those incurred at trial and in any administrative, arbitration, mediation, bankruptcy or appellate proceedings.

(e) **Assignment.** This Agreement may be assigned by Licensor upon providing Licensee with at least thirty (30) business days prior notice of such assignment, which shall include the name and contact information of such new licensor. Provided that Licensor has complied with the foregoing, Licensee’s consent shall not be required for any such assignment of this License.

(f) **Time of the Essence.** Time is of the essence of this Agreement.

(g) **Severability.** If any sentence, phrase, paragraph, provision or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions.

(h) **Interpretation of Agreement.** This Agreement shall be interpreted without giving effect to which party may have drafted this Agreement.

13. **Complete Agreement.** This Agreement constitutes the complete agreement between the parties as to the matters set forth herein and may not be amended or modified except in a writing signed by the party to be charged. The foregoing provision itself may not be

{0 1527013;3}

modified orally; specifically, the parties are aware and understand that LYNX, as a public body is only bound by agreements actually signed by the proper authorized persons on behalf of LYNX. No person with LYNX has any “apparent authority”.

**[Signatures Begin on Following Page]**

AGREED TO by the parties hereto as of the date first above written.

Signed, sealed and delivered  
in the presence of:

“LICENSOR”

Reylan Saut  
(Signature of Witness)

By: [Signature]  
(Signature of Authorized Official)

Sean [Signature]  
(Name of Witness)

Brandt Stiles, Authorized Signatory  
(Print Name and Title of Person Signing)

John T. [Signature]  
(Signature of Witness)

Date: 3/24/2026

Janice [Signature]  
(Name of Witness)

As to “Licensor”

“LYNX”

**CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY**

\_\_\_\_\_  
(Signature of Witness)

By: \_\_\_\_\_

\_\_\_\_\_  
(Name of Witness)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Witness)

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

\_\_\_\_\_  
(Name of Witness)

Reviewed as to Form:

This Contract has been reviewed as to form by LYNX Senior Staff Attorney. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: \_\_\_\_\_

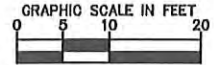
Name: Carrie L. Sarver, Esq., B.C.S.

Title: Senior In-House Counsel

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

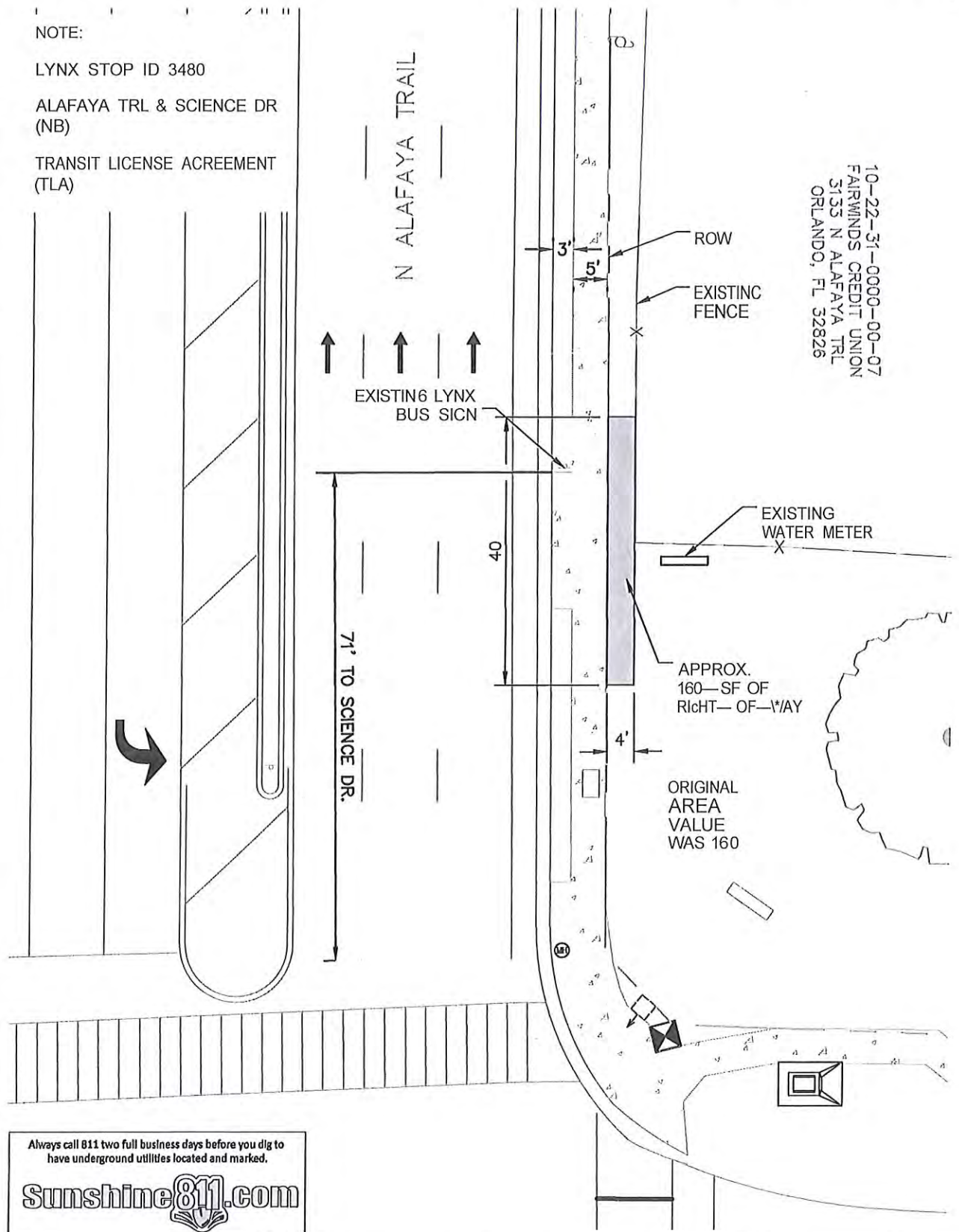
As to "LYNX"

Exhibit "A"



NOTE:

LYNX STOP ID 3480  
 ALAFAYA TRL & SCIENCE DR  
 (NB)  
 TRANSIT LICENSE AGREEMENT  
 (TLA)



10-22-31-0000-00-07  
 FAIRMINDS CREDIT UNION  
 5135 N ALAFAYA TRL  
 ORLANDO, FL 32826

Always call 811 two full business days before you dig to have underground utilities located and marked.

**Sunshine811.com**

SCALE AS NOTED	<b>Kimley»Horn</b> © 2024 KIMLEY-HORN AND ASSOCIATES, INC. 189 S Orange Ave. Suite 1000, Orlando, FL 32801 PHONE (407) 809-1511 WWW.KIMLEY-HORN.COM CA 0000698	DATE	LYNX® CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY	PROPOSED LYNX SHELTER SHELTER ID NO. 3480 ALAFAYA TRL & SCIENCE DR (NB) ORANGE COUNTY, FLORIDA	DESIGN ENGINEER:	SHEET NUMBER
DESIGNED BY MRW		1E/0P/2024			MICHAEL R. WOODWARD, P.E.	
CHECKED BY MRW		PROJECT NO.			FLORIDA P.E. LICENSE NUMBER:	
GCZ	49742211	7E PE N° 70009	TLA			

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Review of and improper reliance on this document without written authorization and adoption by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

# LYNX Board Agenda

## Consent Agenda Item #6.B. iv

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Jennifer Hall  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Enter into a Memorandum of Agreement (MOA) with Orange County for Tangelo Park Transit Shelter Contributions Including Four Transit Shelters/Amenities and Eight Additional Trash Receptacles at Nearby Bus Stops for a Total Contribution Amount of \$268,000

**Date:** 03/26/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Memorandum of Agreement (MOA) with Orange County for Tangelo Park Transit Shelter Contributions including four transit shelters/amenities and eight additional trash receptacles at nearby bus stops for a total contribution amount of \$268,000.

### **BACKGROUND:**

In June 2025, Orange County approached LYNX staff about replacing the existing bus shelters in Tangelo Park. After a couple of meetings and various correspondence, it was decided to remove the four old Spencer shelters and replace them with new Tolar shelters. Orange County also identified eight trash receptacles they wanted to replace at nearby bus stops. On March 10, 2026, Orange County signed this Memorandum of Agreement (MOA) for the full expected cost of removing the four old shelters, installing four new shelters and their amenities, as well as installing eight new trash receptacles at nearby bus stops. This requested action is to formally consent to LYNX signing the memorandum of agreement.

LYNX provided an estimate of \$318,489 which is expected to cover the cost of the engineering, shelter and amenity manufacturing, and site construction for all four shelter sites and eight trash receptacle installations. LYNX has agreed to discount the total shelter contribution amount by \$51,300, the amount LYNX previously planned to expend on shelter refurbishment. The

# LYNX Board Agenda

maximum shelter contribution amount is \$268,000. The Memorandum of Agreement was written for that amount. The shelters and amenities will remain as property of LYNX.

## **FISCAL IMPACT:**

There is \$51,300 in the FY2026 Capital Budget for rehab of shelters. There is no additional fiscal impact for LYNX for this Memorandum of Agreement (MOA) with Orange County. LYNX will be reimbursed \$268,000 by Orange County as per the Memorandum of Agreement (MOA) for any expenses incurred.

APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: March 10, 2026

MEMORANDUM OF AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY  
D/B/A LYNX

for

TANGELO PARK TRANSIT FACILITIES CONTRIBUTION

84802521;4

MEMORANDUM OF AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY  
D/B/A LYNX

for

TANGELO PARK TRANSIT FACILITIES CONTRIBUTION

MEMORANDUM OF AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

CENTRAL FLORIDA REGIONAL TRANSIT AUTHORITY  
d/b/a LYNX

for

TANGELO PARK TRANSIT FACILITIES CONTRIBUTION

This Memorandum of Agreement (“Agreement”) is made and entered into by and between **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX**, a body politic and corporate, governed by Part II, Chapter 343, Florida Statutes (hereinafter referred to as “**LYNX**”) and **ORANGE COUNTY**, a charter county and political subdivision of the State of Florida (hereinafter referred to as “**COUNTY**”).

**RECITALS:**

**WHEREAS**, **LYNX** operates a public transit system that transports the public throughout the Central Florida area; and

**WHEREAS**, **LYNX** installs transit shelters along its routes for the comfort and convenience of its passengers; and

**WHEREAS**, the **COUNTY** is requesting transit improvements be made at or near Tangelo Park (“Neighborhood”) and desires that **LYNX** construct four new transit shelters and associated amenities (“Transit Shelters”) and install eight additional trash receptacles (“Receptacles”) and together with the Transit Shelters, the “Transit Facilities”) in the public right of way, as identified on Exhibit “A” (the “Location of Transit Facilities”), attached hereto and incorporated herein by reference, for the benefit of persons utilizing public transit to travel to and from the Neighborhood; and

**WHEREAS**, the **COUNTY** is willing to fund the costs, including design, permitting, engineering, shelter manufacture and construction, of constructing the Transit Facilities at neighboring bus stops (collectively, the “Tangelo Park Transit Project”), which costs are estimated to be Three Hundred Eighteen Thousand Four Hundred Eighty-eight and 26/100 Dollars (\$318,488.26) in total. **LYNX** has agreed to discount the total shelter contribution amount by Fifty-one Thousand Three Hundred and 00/100

Dollars (\$51,300.00), the amount LYNX previously planned to expend on shelter refurbishment. The revised total is Two Hundred Sixty-seven Thousand, One hundred Eighty-eight and 26/100 Dollars (\$267,188.26) (the "Contribution Amount").

**NOW, THEREFORE**, in consideration of the above recitals, the mutual terms, conditions, and covenants hereinafter set forth, **COUNTY** and **LYNX** agree as follows:

### **Section 1-CONTRIBUTION**

- 1.1 **COUNTY** agrees to pay **LYNX** the Contribution Amount, which the parties agree will fully compensate **LYNX** for all costs of the Tangelo Park Transit Project. The Contribution Amount shall be paid by **COUNTY** to **LYNX** within 45 business days following the effective date of this Agreement.
- 1.2 **Maximum County Contribution Amount.** The maximum **County** contribution amount to **LYNX** is Two Hundred Sixty-seven Thousand, One hundred Eighty-eight and 26/100 Dollars (\$267,188.26) (the "Maximum County Contribution"). The Maximum County Contribution will remain fixed and shall not be increased without the parties executing an amendment to this Agreement.

### **Section 2- INSTALLATION OF TRANSIT FACILITIES BY LYNX**

- 2.1 **LYNX** shall have the sole responsibility and discretion for the design, permitting, engineering, and construction of the Transit Facilities, provided that the Transit Facilities shall be substantially in the locations depicted on Exhibit "A." **LYNX** shall be solely responsible for running the procurement process for, and entering into contracts regarding, all necessary construction-related goods and services to be used by **LYNX's** contractor including, but not limited to, structural and civil engineering specifications. It is currently contemplated that the Transit Shelters shall be built to a similar design as set forth on Exhibit "B," although **LYNX** may, in its sole discretion, modify such specifications as necessary for permitting and other considerations.
- 2.2 **LYNX** shall use the Contribution Amount solely for the purposes set forth herein, specifically, for the Tangelo Park Transit Project, in accordance with the terms hereof. In the event **LYNX** uses the Contribution Amount for anything other than the Tangelo Park Transit Project, or if the Tangelo Park Transit Project is not completed within eighteen (18) months from the effective date of this Agreement, **LYNX** agrees it shall reimburse the **COUNTY** the Contribution Amount within thirty (30) calendar days from receipt of a notice from **COUNTY** demanding such reimbursement.

### **Section 3 – OWNERSHIP; OPERATION; MAINTENANCE**

- 3.1 The Transit Facilities shall at all times remain the property of **LYNX**. The parties agree that **LYNX** will be solely responsible for all operation and maintenance of the Transit Facilities and that such Transit Facilities will be maintained and kept in a clean and orderly condition. Without limitation to the foregoing, **LYNX** will be responsible for cleaning, raking and disposing of cigarette butts, litter, and other debris, removing abandoned shopping carts and other large abandoned items, and trimming and maintaining all vegetation that is part of the Transit Facilities in a manner that is both attractive and safe, in each case not less than weekly or more frequently if needed, as well as regular pest control and the prompt repair of all structural damage, broken glass, graffiti, and broken lights. The foregoing notwithstanding, **COUNTY** shall be responsible for damage caused by **COUNTY** and/or its agents. In the event any of the Transit Facilities fall below the required standards, **COUNTY** shall have the right to request that **LYNX** bring such Transit Facility back up to such standard within thirty (30) days of receipt of notice from **COUNTY** of same. In the event the maintenance activities take longer than 30 days, **LYNX** will inform the **COUNTY** of the expected timeline.

#### **Section 4- SOVEREIGN IMMUNITY**

- 4.1 **LYNX** and **COUNTY** are governmental entities and, as such, are entitled to the benefit of sovereign immunity under the laws of the State of Florida. Nothing contained in this Agreement shall be deemed to be a waiver by **LYNX** or **COUNTY** of any of its respective rights under said sovereign immunity.

#### **Section 5 – REMOVAL AND RELOCATION**

- 5.1 **COUNTY** shall be responsible for the full cost and expense of removal or relocation of any Transit Facilities made at the request of **COUNTY**.

#### **Section 6 – NO PARTNERSHIP**

- 6.1 Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto.

#### **Section 7 – NOTICES**

7.1 Any notice, request, demand, approval, consent, or other communication which **LYNX** or **COUNTY** may be required or permitted to give to the other party shall be in writing and shall be emailed, mailed, or hand delivered to the other party at the addresses set forth below:

LYNX

Jennifer Hall, Senior Project Manager  
455 North Garland Avenue  
Orlando, FL 32801-1518  
E-mail : [jhall@golynx.com](mailto:jhall@golynx.com)

With copy to:

LYNX

Carrie L. Sarver, Esq., B.C.S.  
455 North Garland Avenue  
Orlando, FL 32801-1518  
E-mail : [csarver@golynx.com](mailto:csarver@golynx.com)

COUNTY:

Kurt N. Petersen, Director  
Orange County Office of Management and Budget  
201 South Rosalind Avenue, 5<sup>th</sup> Floor  
Orlando, Florida 32801  
E-mail: [Kurt.Petersen@ocfl.net](mailto:Kurt.Petersen@ocfl.net)

With copy to:

DIVISION:

Raymond Williams, Manager, Engineering  
Public Works Department  
4200 S. John Young Parkway  
Orlando, Florida 32839  
E-mail: [Raymond.Williams@ocfl.net](mailto:Raymond.Williams@ocfl.net)

Krista Taraszewski  
International Drive CRA Project Manager  
Planning, Environmental and Developmental Services Department  
2450 33rd Street  
Orlando, FL 32839  
Email : [Krista.taraszewski@ocfl.net](mailto:Krista.taraszewski@ocfl.net)

or to such other address as either party shall have designated by notice to the other pursuant to this paragraph. The time of the rendition of such notice shall be one of

the following: (i) two (2) days after same is deposited in an official United States Post Office with postage prepaid, and with certified or registered mail, return receipt requested; (ii) the date of when same is hand delivered; (iii) the date delivered by overnight courier with confirmation of delivery required, or (iv) if delivered via email, upon receipt.

## **Section 8 – MISCELLANEOUS**

- 8.1 **Authorization:** COUNTY and LYNX hereby represent and warrant to the other that as of the date of this Agreement, the undersigned is duly authorized to execute this Agreement on behalf of COUNTY or LYNX, respectively.
- 8.2 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be deemed to be an original, and all of which shall together constitute one and the same instrument.
- 8.3 **Choice of Law; Venue:** This Agreement and the provisions contained herein shall be construed, controlled, and interpreted in accordance with the laws of the State of Florida. Venue for any dispute arising as a result of this Agreement shall be Orange County, Florida.
- 8.4 **Attorney Fees:** In connection with any legal proceedings arising out of this Agreement, each party shall be responsible for its own costs, expenses, attorney and paralegal fees, including without limitation, those incurred at trial and in any administrative, arbitration, mediation, bankruptcy, or appellate proceedings.
- 8.5 **Effective Date.** This Agreement shall become effective upon the last of the signatures of the parties hereto.
- 8.6 **Time of Essence:** Time is of the essence of this Agreement.
- 8.7 **Severability:** If any sentence, phrase, paragraph, provision or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions.
- 8.8 **Interpretation of Agreement:** This Agreement shall be interpreted without giving effect to which party may have drafted this Agreement.
- 8.9 **Complete Agreement:** This Agreement constitutes complete agreement between the parties as to the matters set forth herein and may not be amended or modified except in a writing signed by both parties. The foregoing provision itself may not be modified orally, and the parties hereto shall not be entitled to rely

upon any statement, promise, or representation not herein expressed; specifically, the parties are aware and understand that **LYNX and COUNTY**, as public bodies are only bound by agreements actually signed by the proper authorized persons on their respective behalf. No person with **LYNX or COUNTY** has any “apparent authority.”

- 8.10 **Disclaimer of Third-Party Beneficiaries:** This Agreement is solely for the benefit of the **COUNTY** and **LYNX** and no right or cause of action shall accrue to or for the benefit of any third party.

**[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

**IN WITNESS WHEREOF**, the authorized signatories named below have executed this Memorandum of Agreement on behalf of the parties as of the effective date.

**ORANGE COUNTY, FLORIDA**

By: Board of County Commissioners



By: *Jerry L. Demings*  
Jerry L. Demings  
Orange County Mayor

Date: *10 March 2026*

Attest: Phil Diamond, CPA, County Comptroller  
as Clerk of the Board of County Commissioners

By: *Jennifer Lara-Klimetz*  
Deputy Clerk

Printed name: *Jennifer Lara-Klimetz*

**CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Tiffany Homler Hawkins  
Chief Executive Officer

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

Reviewed as to Form:

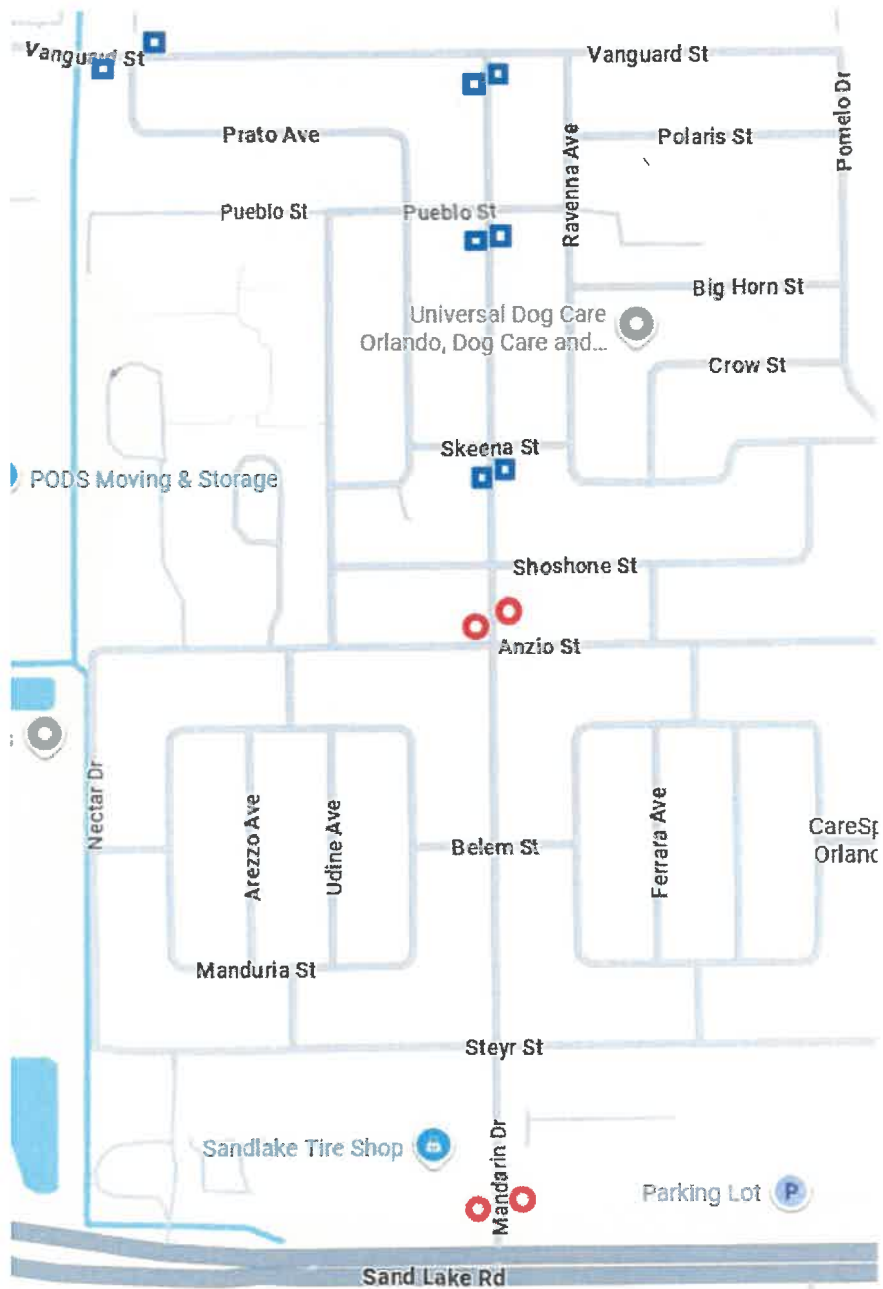
This Agreement has been reviewed as to form by LYNX Senior In-House Counsel. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: \_\_\_\_\_  
Carrie L. Sarver, Esq., B.C.S.  
Senior In-House Counsel

## Exhibit "A"

### Location of Transit Facilities

Anticipated locations of the Transit Shelters are indicated below by circles ○; squares □ indicate the approximate location of additional Receptacles. The actual location of the Transit Facilities will be subject to permitting, ground conditions, and other considerations.



## Exhibit "B"

### Shelter Design

*Actual design is planned to have a perforated steel screen attached on either side, in between the shelter's legs, as requested by the CRA. Two of the sites are planned to have a 6'x13' shelter as pictured below. The other two sites are planned to have a 6'x9' shelter. All shelters will be designed in a custom RAL-8025 "Pale Brown" color.*



# LYNX Board Agenda

## Consent Agenda Item #6.B. v

**To:** LYNX Board of Directors

**From:** Carl Weckenmann  
DIRECTOR OF PLANNING and DEVELOPMENT  
Myles O'Keefe  
Technical Contact

**Phone:** 407.841.2279 ext: 6075

**Item Name:** Authorization to Negotiate Contracts with Kittelson & Associates, Inc., and WSP USA, Inc. for General Planning Consultant (GPC) Services

**Date:** 04/23/2026

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate contracts with the top two ranked firms, Kittelson & Associates, Inc. and WSP USA, Inc. for General Planning Consultant (GPC) services for a period of three (3) years, with two (2) one (1) year renewal options.

### **BACKGROUND:**

At the March 27, 2025, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for general planning consultant services. The RFP for this project, 26-R01, was released on October 22, 2025, with proposals due December 8, 2025.

The purpose of the general planning consulting services contract is to provide LYNX with on-call expertise and technical capacity in a full array of professional services. The General Planning Consultants will serve as an extension of LYNX staff with the additional technical, financial and operational expertise to support the agency's plans and programs.

The Source Evaluation Committee (SEC) public meeting was held on April 8, 2026. The SEC members evaluated and ranked each proposal individually, assigning scores and ordinal rankings with the following results:

# LYNX Board Agenda

<b>Firm</b>	<b>Total Score</b>	<b>Ordinal Ranking</b>
Kittelson & Associates, Inc.	290	3
WSP USA, Inc.	285	6
Kimley-Horn and Associates, Inc.	282	8
Vanasse Hangen Brustlin, Inc.	266	13
EXP U.S. Services, Inc.	259	14
Toole Design Group, LLC	228	18

Pursuant to the Consultant’s Competitive Negotiations Act, Florida Statute 287.055, the SEC selected in order of preference the following three (3) firms deemed to be the most qualified to perform the required services:

<b>Firm</b>	<b>Total Score</b>	<b>Ordinal Ranking</b>
Kittelson & Associates, Inc.	290	3
WSP USA, Inc.	285	6
Kimley-Horn and Associates, Inc.	282	8

LYNX staff recommends negotiation of contracts with Kittelson & Associates, Inc. And WSP USA, Inc. Pending successful completion of negotiations, LYNX staff will bring back the contracts for approval by the Board of Directors.

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$1,020,000 for Planning projects, the majority of which are expected to be grant funded.

# LYNX Board Agenda

## Consent Agenda Item #6.B. vi

**To:** LYNX Board of Directors

**From:** Michelle Daley  
DIRECTOR OF FINANCE  
Holly Zeszutko  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Dispose of Lost and Found Items

**Date:** 04/23/2026

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### **ACTION REQUESTED:**

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

### **BACKGROUND:**

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

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

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

# LYNX Board Agenda

## Lost and Found Articles

ARTICLE DESCRIPTION	COUNT
BAG/BACKPACK/PURSE/WALLET	208
BICYCLE	63
BLANKET	5
BOOK/PLANNER	22
CANE/WALKER/WHEELCHAIR	9
CASE/BINDER/POUCH	19
CD/DVD/GAME	3
CELLPHONE	136
CLOTHING/FOOTWEAR/HAT	77
COLOGNE	1
ELECTRONIC DEVICE	68
GLASSES	59
JEWELRY/WATCHES	22
LOCK	1
LUGGAGE	5
LUNCH BAG/MUG/THERMOS	29
METAL LOCK BOX	1
SPORTS EQUIPMENT	5
STROLLER	1
TOOL	4
UMBRELLA	10
<b>Grand Total</b>	<b>748</b>

### **FISCAL IMPACT:**

The net proceeds from this sale will be included in LYNX's FY2026 non-operating revenue.

# LYNX Board Agenda

## Consent Agenda Item #6.B. vii

**To:** LYNX Board of Directors

**From:** Maurice Jones  
DIRECTOR OF PROCUREMENT  
Maurice Jones  
Technical Contact

**Phone:** 407.841.2279 ext: 6057

**Item Name:** Authorization to Execute a Lease Agreement with Eat My Gritz, LLC for Retail Space at LYNX Central Station (LCS)

**Date:** 04/23/2026

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors authorization for the Chief Executive Officer (CEO) or designee to execute a lease agreement with Eat My Gritz, LLC for Retail Space at LYNX Central Station for an initial ten (10) year term with two (2), five (5) year renewal options. The projected annual revenue for the first year is \$65,000 and expected to remain consistent throughout the initial lease term.

### **BACKGROUND:**

In September 2005, the LYNX Board of Directors authorized staff to enter into a lease agreement with Champs French Bakery of Orlando, LLC to operate a restaurant on the ground floor of LYNX Central Station (LCS). This space has always been intended for restaurant or food service use. Champs vacated the premises on May 31, 2025.

In September 2024, LYNX engaged Realvest Equity Partners, LLC d/b/a NAI Realvest to market the space publicly. Several businesses expressed interest during this process, and NAI Realvest ultimately recommended Eat My Gritz, LLC as a qualified tenant. All capital improvements associated with the leased premises shall be the sole responsibility of the tenant.

Staff has since been working with LYNX General Counsel to develop the lease agreement and concurrently submitted a draft to the Federal Transit Administration (FTA) for review and concurrence, as LCS remains subject to federal interest.

# LYNX Board Agenda

The FTA has since responded and advised that, pursuant to the requirements of FTA Circular 5010.1F, formal FTA concurrence is not required for this lease. The FTA also expressed appreciation for LYNX's proactive submission and coordination.

## **FISCAL IMPACT:**

The Approved FY2026 Operating Budget includes \$28,680 for rental income and utilities associated with the retail space at LCS.

# LYNX Board Agenda

## Consent Agenda Item #6.B. viii

**To:** LYNX Board of Directors

**From:** Reinaldo Quinones  
DIRECTOR OF TRANSPORTATION  
Reinaldo Quinones  
Technical Contact

**Phone:** 407.841.2279 ext: 6223

**Item Name:** Authorization to Purchase Three (3) 2026 Ford Explorer Vehicles as Replacement Vehicles for Transportation Supervisors for a Not to Exceed (NTE) Amount of \$171,000

**Date:** 04/23/2026

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase three (3) 2026 Ford Explorer replacement transportation support vehicles for a not to exceed amount of \$171,000.

### **BACKGROUND:**

LYNX organizational support fleet currently consists of 101 vehicles. The three (3) requested vehicles will replace transportation supervisor vehicles that have reached the end of their useful life, defined as either five (5) years or 100,000 miles. Transportation supervisor vehicles are essential for overseeing and managing service delivery throughout the LYNX service area. Additional functions include emergency response, accident and incident investigation, addressing customer concerns, and mitigating operational impacts on service delivery. The replacement support vehicles will be purchased through the Florida Sheriffs Association Contract: FSA25-VEL33.0. The purchase of these vehicles will be grant funded.

# LYNX Board Agenda

## 2026 Vehicle Replacement Projections

	Vehicle Assigned To	Vehicle Number	Vehicle Model	Vehicle Color	Current Miles	Year Purchased	Current Vehicle Age	Avg. Miles Per Year	2025 Projected Miles	2026 Projected Miles	2027 Projected Miles	2028 Projected Miles	2029 Projected Miles	
1	TRANSPORTATION	338-121	Dodge Durango	White	88,479	2021	4	22,119.75	110,598.75	132,718.50				
2	TRANSPORTATION	339-121	Dodge Durango	White	89,796	2021	4	22,449.00	112,245.00	ENGINE FAILURE				
3	TRANSPORTATION	340-121	Dodge Durango	White	88,360	2021	4	22,090.00	110,450.00	132,540.00				
4	TRANSPORTATION	341-121	Dodge Durango	White	121,267	2021	4	30,316.75	151,583.75	181,900.50				
5	TRANSPORTATION	342-121	Dodge Durango	White	67,324	2021	4	16,831.00	84,155.00	100,986.00	117,817.00			
6	TRANSPORTATION	373-123	Ford Explorer	Black	21,311	2023	2	10,655.50	31,966.50	42,622.00	53,277.50	63,933.00	74,588.50	
7	TRANSPORTATION	374-123	Ford Explorer	Black	9,340	2023	2	4,670.00	14,010.00	18,680.00	23,350.00	28,020.00	32,690.00	
8	TRANSPORTATION	375-123	Dodge Durango	White	34,711	2023	2	17,355.50	52,066.50	69,422.00	86,777.50	104,133.00	121,488.50	
9	TRANSPORTATION	376-123	Dodge Durango	White	39,003	2023	2	19,501.50	58,504.50	78,006.00	97,507.50	117,009.00		
10	TRANSPORTATION	377-123	Dodge Durango	White	21,742	2023	2	10,871.00	32,613.00	43,484.00	54,355.00	65,226.00	76,097.00	
11	TRANSPORTATION	378-123	Dodge Durango	White	27,227	2023	2	13,613.50	40,840.50	54,454.00	68,067.50	81,681.00	95,294.50	
12	TRANSPORTATION	379-123	Dodge Durango	White	35,487	2023	2	17,743.50	53,230.50	70,974.00	88,717.50	106,461.00	124,204.50	
13	TRANSPORTATION	380-123	Dodge Durango	White	23,212	2023	2	11,606.00	34,818.00	46,424.00	58,030.00	69,636.00	81,242.00	
14	TRANSPORTATION	381-123	Dodge Durango	White	17,437	2023	2	8,718.50	26,155.50	34,874.00	43,592.50	52,311.00	61,029.50	
15	TRANSPORTATION	384-123	Ford Explorer	White	22,414	2023	2	11,207.00	33,621.00	44,828.00	56,035.00	67,242.00	78,449.00	
16	TRANSPORTATION	385-123	Ford Explorer	White	15,449	2023	2	7,724.50	23,173.50	30,898.00	38,622.50	46,347.00	54,071.50	
17	TRANSPORTATION	409-124	Ford Explorer	White	8,583	2024	1	8,583.00	17,166.00	25,749.00	34,332.00	42,915.00	51,498.00	
18	TRANSPORTATION	410-124	Ford Explorer	White	4,100	2024	1	4,100.00	8,200.00	12,300.00	16,400.00	20,500.00	24,600.00	
	Retired								Replacements Needed	1	3	1	1	2
	Vehicle totaled													
	Replace Vehicle													
	Vehicles Purchased													
	Current Date	April 7, 2026												

### FISCAL IMPACT:

The Approved FY2026 Capital Budget includes \$174,000 for support vehicle replacements, this project is funded with Federal grants.

# LYNX Board Agenda

## Consent Agenda Item #6.B. ix

**To:** LYNX Board of Directors

**From:** Michelle Daley  
DIRECTOR OF FINANCE  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Amend the Shingle Creek Transit and Utility Community Development District (CDD) Bus Service Agreement for FY2026

**Date:** 03/26/2026

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve the First Amendment to the Bus Service Agreement with the Shingle Creek Transit and Utility Community Development District (CDD) for Fiscal Year 2026. This amendment decreases the FY2026 Operating Budget by \$166,060.

### **BACKGROUND:**

The Bus Service Agreement between LYNX and the Shingle Creek Transit and Utility Community Development District (CDD) was approved by the LYNX Board of Directors on October 1, 2025, for Fiscal Year 2026. The agreement provides for the operation of Link 311 service within the Shingle Creek Service Area. The approved agreement included 5,236 annual service hours for Fiscal Year 2026 (October 1, 2025 through September 30, 2026).

Effective April 26, 2026, service modifications will be implemented to Link 311 to reflect changes in operational needs within the service area. These modifications include the discontinuation of service to the Helios Grand Hotel and a reduction in trips to the Epic Universe bus loop. As a result of these service adjustments, total annual service hours for Fiscal Year 2026 are reduced from 5,236 hours to 3,759 hours.

The proposed First Amendment to the Bus Service Agreement updates Exhibit "B" (Description and Schedule of Bus Route(s)) to reflect the revised service levels and Exhibit "C" (Cost of Bus Service) to reflect the pro-rated funding associated with the revised service hours.

# LYNX Board Agenda

A copy of the proposed First Amendment to the Bus Service Agreement between LYNX and the Shingle Creek CDD for the remainder of Fiscal Year 2026 is attached.

Authorization is requested from the Board for LYNX staff to complete the Bus Service Agreement, including completion of the exhibits and addenda incorporating all edits agreed upon. This will permit the Bus Service Agreement to be executed more efficiently following final review. Non-substantive changes will be permitted to the Agreement by way of Addendum provided that said changes are not materially adverse to LYNX.

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$588,684 as Local Revenue. This agreement will decrease the revenue to \$422,624. This change will be included with a mid-year budget amendment.

**FIRST AMENDMENT TO  
BUS SERVICE AGREEMENT NO. 26-C003**

**By and Between**

**CENTRAL FLORIDA REGIONAL TRANSPORTATION  
AUTHORITY**

**(D/B/A LYNX)**

**and**

**SHINGLE CREEK TRANSIT AND UTILITY  
COMMUNITY DEVELOPMENT DISTRICT**

**THIS FIRST AMENDMENT TO BUS SERVICE AGREEMENT** ("Amendment"), entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY, d/b/a LYNX ("LYNX")**, and the **SHINGLE CREEK TRANSIT AND UTILITY COMMUNITY DEVELOPMENT DISTRICT ("CDD")** (collectively, the "Parties").

**WITNESSETH**

**WHEREAS**, the Parties entered into Bus Service Agreement No. 26-C003 dated October 1, 2025 (the "Agreement"), pursuant to which LYNX agreed to provide Link 311 bus service within the Service Area; and

**WHEREAS**, the Agreement provided for 5,236 annual service hours for Fiscal Year 2026 (October 1, 2025 through September 30, 2026); and

**WHEREAS**, the Parties now desire to amend the Agreement to reflect a reduction in service hours for Link 311 beginning April 26, 2026; and

**WHEREAS**, the revised total service hours for Fiscal Year 2026 shall be 3,759 hours;

**WHEREAS**, the Parties find that this Amendment serves a valid public purpose and is in the best interest of the residents within the Service Area.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**1. Recitals**. The foregoing recitals are true and correct and are hereby incorporated herein by reference.

**2. Amendment to Exhibit "A"**. Exhibit "A" (Revised Route Map- Link 311) to the Agreement is hereby deleted in its entirety and replaced with Exhibit "A" attached hereto and incorporated herein by reference.

**3. Amendment to Exhibit "B"**. Exhibit "B" (Description and Schedule of Bus Route(s)) to the Agreement is hereby deleted in its entirety and replaced with Exhibit "B" attached hereto and incorporated herein by reference.

**4. Amendment to Exhibit "C"**. Exhibit "C" (Cost of Bus Service) to the Agreement is hereby deleted in its entirety and replaced with Exhibit "C" attached hereto and incorporated herein by reference.

**5. Entire Agreement**. The Agreement, as amended by this Amendment, represents the entire understanding and agreement between the Parties with respect to the subject matter

hereof. None of the terms or provisions hereof may be amended, supplemented, waived, or changed orally, but only by a writing signed by each of the Parties hereto.

**6. Amendment Execution; Use of Counterpart Signature Pages.** This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be an original; but such counterparts shall together constitute but one and the same instrument.

**7. Full Force and Effect.** Except as expressly amended herein, all other terms, conditions, and provisions of the Agreement shall remain unchanged and in full force and effect.

**[Signatures appear on following page]**

**IN WITNESS WHEREOF**, the **Parties** have duly and lawfully approved this Amendment and have authorized its execution and delivery by their respective officers, who have set their hands and had their seals affixed below, all as of the date first written hereinabove.

**LYNX:  
CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_

Name: Tiffany Homler Hawkins

Title: Chief Executive Officer

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

This Agreement is approved as to form and reliance only by LYNX and for no other person and for no other purpose.

**AKERMAN LLP,  
Counsel for LYNX**

By: \_\_\_\_\_

Name: James F. Goldsmith

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

**[Signatures appear on following page]**

**IN WITNESS WHEREOF**, the **Parties** have duly and lawfully approved this Amendment and have authorized its execution and delivery by their respective officers, who have set their hands and had their seals affixed below, all as of the date first written hereinabove.

**CDD: SHINGLE CREEK TRANSIT  
AND UTILITY COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Name: Bradley Goeb  
Title: Chairman, Board of Supervisors

**ATTEST:**

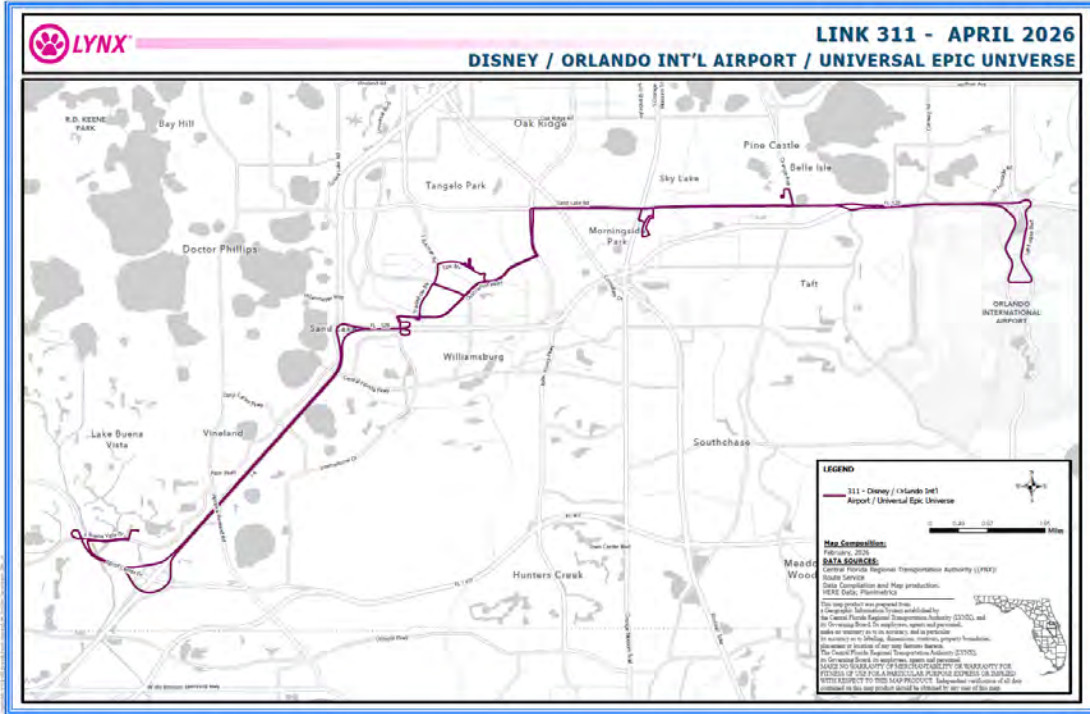
By: \_\_\_\_\_

Name: Jennifer Walden  
Title: Assistant Secretary

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

# EXHIBIT "A"

## REVISED ROUTE MAP – LINK 311



**EXHIBIT "B"**

**DESCRIPTION AND SCHEDULE OF BUS ROUTE(S)**

**Service Level Prior to April 26, 2026 (2,968 Hours)**

<b>Route</b>	<b>Days of Service</b>	<b>Times of Service</b>	<b>Stops</b>
Link 311: Disney/Orlando International Airport/Epic Universe	Monday–Sunday & Holidays	Departs 5:05 AM – 11:25 PM approximately every half hour daily between Disney Springs Transfer Center and Orlando International Airport.	Includes service to Helios Grand Hotel and Epic Universe bus loop, along with all other previously designated stops.

**Revised Service Level Beginning April 26, 2026 (791 Hours)**

<b>Route</b>	<b>Days of Service</b>	<b>Times of Service</b>	<b>Stops</b>
Link 311: Disney/Orlando International Airport/Epic Universe	Weekdays; Saturday/Sunday & Holidays	Weekdays: Departs 4:50 AM – 11:17 PM between Disney Springs Transfer Center and Orlando International Airport. Saturday/Sunday & Holidays: Departs 5:05 AM – 11:20 PM between Disney Springs Transfer Center and Orlando International Airport.	Service to Helios Grand Hotel discontinued. Trips to Epic Universe bus loop reduced. All other previously designated stops remain unchanged unless reflected on the revised route map attached as Exhibit "A".

**EXHIBIT "C"**

**COST OF BUS SERVICE**

**October 1, 2025 thru September 30, 2026**

**Fixed Route Operating Costs**

<b>Link Services</b>	<b>Hours</b>	<b>Amount</b>
Link 311 (Oct1- April)	<b>2,968</b>	333,692
Link 311 (May-Sept)	791	88,932
	<hr/>	<hr/>
	3,759	

**Net Funding Request**

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422,624

**FY2026 Billing Schedule**

	<b>Amount</b>
October-25 ( <i>Already Invoiced</i> )	<hr/> 49,057
November-25 ( <i>Already Invoiced</i> )	49,057
December-25 ( <i>Already Invoiced</i> )	49,057
January-26 ( <i>Already Invoiced</i> )	49,057
February-26 ( <i>Already Invoiced</i> )	49,057
March-26 ( <i>Already Invoiced</i> )	49,057
April-26 ( <i>Already Invoiced</i> )	49,057
May-26	15,845
June-26	15,845
July-26	15,845
August-26	15,845
September-26	15,845
<b>Annual Funding Request from County</b>	<hr/> <b>422,624</b> <hr/>

*\*The billing schedule for May 2026 through September 2026 has been pro-rated based on 791 remaining service hours.*

# LYNX Board Agenda

## Action Item #7.A

**To:** LYNX Board of Directors

**From:** Kimberly Frye  
DIRECTOR OF MOBILITY SERVICES  
Kimberly Frye  
Technical Contact

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Authorization to Execute the First Option Year and Amend the Paratransit Contract to, Among Other Amendments, Transition the Customer Service Center to Transdev Services, Inc. and Increase the Not to Exceed (NTE) Amount to \$158,750,000

**Date:** 04/23/2026

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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 First Option year and amend the paratransit contract to (i) establish a new per trip rate of \$59.62; (ii) transition the Customer Service Center to Transdev Services, Inc. at a monthly cost of \$129,443; (iii) increase the not to exceed (NTE) amount to \$158,750,000; (iv) adopt liquidated damages associated with Customer Service Center performance; and (v) make certain other amendments as described herein.

### **BACKGROUND:**

On April 27, 2023, the Board of Directors approved the award of Contract 23-C71 for Paratransit Services to Transdev Services, Inc. The Board also approved a Facility Lease Agreement, a Fuel Delivery Agreement and a Vehicle Lease Agreement which relate to the furnishing of the Paratransit Services by Contractor.

On July 25, 2024, the Board of Directors approved a First Amendment to Agreement to modify the rate and other terms including a revised fleet replacement plan and updated subcontractor trip distribution.

On June 26, 2025, the Board of Directors approved a Second Amendment to the Agreement to clarify and add additional protections to LYNX regarding any acts, omissions or workers'

# LYNX Board Agenda

compensation claims caused in whole or in part by any subcontractors or contract employees classified as independent contractors. It will require Contractor to indemnify, defend and hold LYNX harmless for these claims. Additionally, the Amendment requires written consent from LYNX and an unconditional release of LYNX from all liability arising out of any claims related to the performance of services under the Agreement prior to Contractor settling such claims.

Following multiple meetings between LYNX and Transdev, Transdev sent LYNX a letter dated March 16, 2026 (a copy of which is attached hereto) summarizing certain proposed contract changes that the parties desire to formalize into a definitive contract amendment.

Under the current contract terms, the base rate for contract Year Three (3) is \$57.68 per trip. Under the proposed contract amendment, the negotiated rate for Option Year One (1) will be \$59.622 per trip, representing a 3.37 percent increase over the current rate. The primary rationale for this increase is the cost of living adjustments incorporated into Transdev’s labor union agreement. Staff reviewed these cost of living related labor increases during negotiations and confirmed that they are the primary factor driving the adjustment to the Option Year One (1) rate. This amended paratransit trip rate is contingent upon LYNX putting into revenue service 182 new vehicles (of which LYNX has already provided 76). To the extent that fewer than 182 new vehicles have been put into revenue service by any particular month of Option Year One, the parties will true-up the cost based upon the following schedule:

<b>NEW VEHICLES IN SERVICE</b>			<b>PRICE PER TRIP</b>
<b>86</b>	0.234	per trip discount	\$ 61.87
<b>96</b>	0.234	per trip discount	\$ 61.63
<b>106</b>	0.234	per trip discount	\$ 61.40
<b>116</b>	0.234	per trip discount	\$ 61.17
<b>126</b>	0.234	per trip discount	\$ 60.93
<b>136</b>	0.234	per trip discount	\$ 60.70
<b>146</b>	0.234	per trip discount	\$ 60.46
<b>156</b>	0.234	per trip discount	\$ 60.23
<b>166</b>	0.234	per trip discount	\$ 60.00
<b>176</b>	0.234	per trip discount	\$ 59.76
<b>182</b>	0.14	per trip discount	\$ 59.62

Additionally, LYNX will transition the paratransit Customer Service operations to Transdev to enhance trip optimization and operational efficiency, effective July 1, 2026. This decision adds a material monthly cost of \$129,443, separate from the paratransit per trip cost increase. Except for certain specified equipment, Transdev will be responsible for providing all labor, materials, equipment, tools, supplies and incidentals. Of the 36 LYNX employees who currently provide this service, 15 employees will be reassigned within LYNX. Transdev will be interviewing the remaining 21 employees. Since Transdev will be taking over the paratransit Customer Service operations, the parties have agreed upon certain liquidated damages to ensure appropriate performance. The Customer Service was transitioned to LYNX sometime in 2017 in an effort to better control scheduling of trips. Since entering into the contract with Transdev they have

# LYNX Board Agenda

continued to state that if they had control of the trips they could do a better more efficient schedule of the trips. This transition will be budget neutral. These changes will be reflected in the upcoming FY2026 Amended Operating Budget.

## **FISCAL IMPACT:**

The Approved FY2026 Operating Budget includes \$41,211,975 for purchase transportation costs.



March 16, 2026

Mr. Maurice A. Jones  
Director of Procurement/DBE Liaison Officer  
Central Florida Regional Transportation Authority- (LYNX)  
455 N. Garland Avenue  
Orlando, FL 32801

Re: ACCESS LYNX Paratransit contract Option Year

Hi Maurice:

I certainly appreciate all the candid conversations with you, Lenny and Tiffany, and the other LYNX staff regarding negotiations for the first option year pertaining to Contract #23-C71 for Paratransit Services.

I have worked closely with Lenny and the team to review current contract status, items that have been passed through in the base term, current service levels, trip volumes, and planning to ensure we continue to meet LYNX key performance indicators to best serve our mutual passengers. We appreciate your partnership in arriving at a negotiated rate for the first Option Year.

It is important to note that given the factors of the vehicle manufacturing market being unpredictable (and a source of Transdev's financial burden in the base term), both LYNX and Transdev have decided to ensure the amendment for the option year does not penalize either party; making sure that neither is paying too much or too little if the projected vehicle deliveries do not occur on time. As such, we have negotiated a rate for the entire fleet to be new at the start of the option year on June 1, 2026, and have provided a pricing escalation matrix for each set of 10 vehicles that is put into service. This rate will be trued up with each monthly invoice depending on the total new fleet put into service (as outlined in the table below).

The new rate of \$59.62 for the first option year includes the following factors:

- Pass through of tolls
- Pass through of 3 FTE utility workers until such time that LYNX can procure and install an automated vehicle wash at the L B McLeod facility
- Fuel for approved parkout vehicles passed through to LYNX, including the expansion sedans that Transdev will lease
- Liquidated Damages capped at 1.5% of revenue each month

**Transdev Services, Inc.**  
720 E. Butterfield Road  
Suite 400  
Lombard, Illinois 60148  
USA  
630-571-7070  
[www.transdevna.com](http://www.transdevna.com)

The new vehicle delivery discounts are detailed as follows (based on every 10 new vehicles put into service):

<b>NEW VEHICLE ARRIVAL TRAUNCHES:</b>				
Agreed New Fleet Per Trip Rate (182 new vehicles)				\$ 59.62
Today's Current Fleet Per Trip Rate (76 new vehicles)				\$ 62.10
<i>Difference from today's fleet to 100% new fleet per trip</i>				\$ 2.48
<b>NEW VEHICLES IN SERVICE</b>				
86	0.234	per trip discount	\$	61.87
96	0.234	per trip discount	\$	61.63
106	0.234	per trip discount	\$	61.40
116	0.234	per trip discount	\$	61.17
126	0.234	per trip discount	\$	60.93
136	0.234	per trip discount	\$	60.70
146	0.234	per trip discount	\$	60.46
156	0.234	per trip discount	\$	60.23
166	0.234	per trip discount	\$	60.00
176	0.234	per trip discount	\$	59.76
182	0.14	per trip discount	\$	59.62
<b>FINAL EXTENSION RATE ONCE 100% new Fleet</b>				<b>\$ 59.62</b>

It should also be noted that through these Option Year negotiations both LYNX and Transdev sought to identify further ways to reduce costs of the Access LYNX services overall. It was identified that Transdev could operate the Access LYNX call center at a reduced cost over LYNX managing the call center internally. This rate will be a fixed monthly cost of \$129,442.16 and cover all staffing provided by Transdev as outlined below. (LYNX will provide space at the L B McLeod facility, as well as phones/headsets, computers/monitors and the phone system/leaseholds, software and monthly phone service costs to support the call center). If it is identified that further staffing reductions can be made through synergies with the Access LYNX operations team, this rate can be further reduced and amended in writing by LYNX and Transdev. Both LYNX and Transdev will meet 60 days into the Option year to identify any synergies in staffing, and if any are identified and agreed upon by both parties, then the contract will be further amended to reflect those savings.

Staff	FTE
CSR Mgr	1
CSR Sup	1
CSR	21

Finally, we will memorialize as part of this amendment the special events/weather events rate that was agreed to at the start of the contract. This is an hourly rate of \$49.78 per hour, which will be invoiced for special event services, with payroll report back up in the instances that this rate is activated (for example hurricane evacuation services).

**Transdev Services, Inc.**  
**720 E. Butterfield Road**  
**Suite 400**  
**Lombard, Illinois 60148**  
**USA**  
**630-571-7070**  
[www.transdevna.com](http://www.transdevna.com)

We appreciate the partnership LYNX has demonstrated, and we are excited about continuing to partner with you through the Option Year to provide improved services the ACCESS LYNX passengers and stakeholders.

Sincerely,



W.C. Pihl  
Senior Vice President

Cc: Tiffany Homler Hawkins, Chief Executive Officer  
Leonard Antman, Chief Financial Officer

**Transdev Services, Inc.**  
720 E. Butterfield Road  
Suite 400  
Lombard, Illinois 60148  
USA  
630-571-7070  
[www.transdevna.com](http://www.transdevna.com)

# LYNX Board Agenda

## Work Item #8.A

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Funding Model Formula Policy

**Date:** 04/23/2026

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LYNX Staff will discuss potential updates to the Funding Model Formula Policy.

A funding model for allocation of costs to the funding partners was initially adopted by the Board at its January 31, 2013 meeting. In 2025, the Board expressed a desire to formalize the funding model into a definitive policy and to add specificity regarding how costs are allocated, including, without limitation, when costs are allocated based on Revenue Hours or Service Hours. The policy was approved February 2025.

The proposed changes to the funding model explains how the administrative overhead costs could be allocated between fixed route and paratransit services.

LYNX staff along with LYNX general counsel have worked on the proposed changes.

On January 15, 2026, the LYNX Finance & Audit Committee was presented with five options to change the Funding Model Formula Policy. Option 3, which is based on service hours, was recommended as the most equitable approach for distributing overhead costs and having no fiscal impact to LYNX. The LYNX Finance & Audit Committee moved to approve Option 3 of the Funding Model Formula Policy to the Oversight Committee for approval. On March 26, 2026, the LYNX Oversight Committee recommended Option 3 of the Funding Model Formula Policy to move forward to the LYNX Board of Directors for approval.

# LYNX Board Agenda

## Work Item #8.B

**To:** LYNX Board of Directors

**From:** Carl Weckenmann  
DIRECTOR OF PLANNING and DEVELOPMENT  
Myles O'Keefe  
Technical Contact

**Phone:** 407.841.2279 ext: 6075

**Item Name:** Fare Study Presentation and Discussion

**Date:** 04/23/2026

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The Fare Study project team will provide an update to the LYNX Board of Directors on the study efforts thus far and present topics for more detailed analysis for the Board's consideration.

### **BACKGROUND:**

At the direction of the LYNX Board of Directors, staff initiated a Fare Study and Title VI Analysis in 2025 to comprehensively evaluate its fare policy, including technology and customer experience elements, as well as pricing and fare products. Once complete, the study will provide an understanding of the likely cost, revenue, and ridership impacts of fare changes the board may choose to consider or implement in the future.

LYNX last increased fares in 2009. Since 2009, LYNX has modernized its fare collection system by implementing the Paw Pass mobile app (2017) and open-loop payment (tap to pay) (2024). LYNX's current single ride base fare is \$2 for fixed-route bus service and NeighborLink. Riders can choose from several pass options, including an All-Day Pass for \$4.50, a 7-Day Pass for \$16 or a 30-Day Pass for \$50. Half-price fares are available across all the fare and pass options for youth, seniors, and riders with disabilities. For ACCESS LYNX paratransit, fares are \$4 for trips within a ¾-mile radius of bus routes and \$7 for trips outside the radius. Transportation Disadvantaged fares for ACCESS are set at \$2.50 for trips under five miles, \$3.50 for trips between five and 10 miles, and \$4.50 for trips over 10 miles.

# LYNX Board Agenda

The study team began by conducting a comparison of LYNX to 18 peer agencies as well as research on industry trends. Key findings from the peer comparison included:

- LYNX's base fare is in line with that peer agencies.
- The average peer agency monthly pass price is about 50 percent higher than LYNX's.
- Many agencies, including five of six Florida peer agencies, have implemented fare capping, which allows passengers to earn an unlimited-ride pass by paying single-ride fares.

Key findings from the industry trends research included:

- Consistent with the findings from the peer comparison, many agencies around the U.S. have implemented, or are in the process of implementing, fare capping.
- A third of the 50 largest transit agencies in the US have low-income reduced-fare programs, which induce ridership but usually have low participation.
- A third of the population nationally is "unbanked" or "underbanked" and about 10 percent do not have a smartphone, indicating electronic payment will not work for everyone.
- Instead of eliminating cash, many agencies have turned their attention to reducing its use, and many have had notable success in these efforts.

In fall 2025, the consultant team held interviews and a workshop with staff to understand existing conditions, challenges, and opportunities with respect to fare policy. Key findings included:

- Staff find the payment and collection of cash and paper products burdensome administratively and operationally while recognizing cash is important for some customers.
- There was interest in studying the likely impacts of fare capping and a pass price increase.
- Staff would like to see a fare structure that maintains simplicity.
- Staff support implementing fares on LYMMO routes.
- The implications of any fare policy changes for ACCESS LYNX must be carefully considered.
- The transfer window is currently too short for some riders, and transfers can be simplified.

The study team presented to the Finance & Audit and Oversight Committees in October 2025. Committee members emphasized that affordability for low-income riders is a key priority. They also expressed interest in understanding the revenue and ridership impacts of fare capping and modest increases to pass prices. Committee members mentioned a desire to implement fares on LYMMO and showed significant interest in expanding LYNX's employer partnerships. There was little support for increasing LYNX's base fare, so this option is not proposed for further study.

# LYNX Board Agenda

The study team proposes two scenarios for further analysis. Both include daily and monthly fare capping, an updated transfer policy, and the introduction of reloadable cards. The team will evaluate scenarios against a baseline scenario to identify cost, revenue, and ridership impacts.

Scenario 1 emphasizes accelerated deployment of new media. Bus tickets and booklets would be phased out within six months and fareboxes would be installed on ACCESS vehicles within the same timeframe. Scenario 1 would not change fare prices for fixed-route bus or NeighborLink service but would introduce a \$1.00 fare for LYMMO.

Scenario 2 takes a more comprehensive but phased approach. It includes increases to daily, weekly, and monthly pass prices, a \$2.00 base fare for LYMMO, and a new discount program for city and county employees. Under this scenario, bus tickets and booklets would be phased out over two years, and fareboxes would be installed on ACCESS vehicles over five years.

With this presentation, the project team is looking for concurrence on the direction of the proposed scenarios and is open to further suggestions for a third scenario to evaluate.

# LYNX Board Agenda

## Information Item A

**To:** LYNX Board of Directors

**From:** **Orlando Rolon**  
DIRECTOR OF RISK MANAGEMENT AND SAFETY  
**Brenda Atkinson**  
Technical Contact

**Phone:** 407.841.2279 ext: 6167

**Item Name:** Notification of Settlement Agreements Pursuant to Administrative Rule 6 -  
March 2026

**Date:** 04/23/2026

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### LYNX Liability Claims Settlements February 1 – 28, 2026

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
Kimberly Dal Santo	9/4/2025	PD	\$ 2,085.86	3/6/2026
Jai Portlock	1/3/2026	PD	\$ 1,391.00	3/13/2026
Dan Newlin Injury Attorneys fbo Ashley Little	7/9/2025	BI	\$ 33,000.00	3/13/2026
Josselin Vanessa Vindel Reanos	2/1/2026	PD	\$ 3,645.69	3/13/2026
Michael Kevin Brantley	1/23/2026	PD	\$ 2,445.00	3/13/2026
Progressive as subrogee for Virgilio Ruiz	8/29/2025	PD	\$ 6,423.73	3/13/2026
Afni (Winifred Polk)	10/22/2025	PD	\$ 8,994.71	3/13/2026
Farah and Farah Trust fbo Margaret Dottin	10/20/2021	BI	\$ 25,000.00	3/13/2026
Geico (subro Nasir Iqbal)	10/24/2025	PD	\$ 9,708.88	3/20/2026
Dan Newlin Injury Attorneys fbo Javier Parra	7/2/2025	BI	\$ 35,000.00	3/20/2026
Kolin Jakubczak	10/18/2025	PD	\$ 490.00	3/27/2026
Dan Newlin Injury Attorneys fbo Westly Horton	9/9/2020	BI	\$200,000.00	3/27/2026

# LYNX Board Agenda

## Information Item B

**To:** LYNX Board of Directors

**From:** Maurice Jones  
DIRECTOR OF PROCUREMENT  
Wanda Gonzalez  
Technical Contact

**Phone:** 407.841.2279 ext: 6057

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

**Date:** 04/23/2026

---

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

1. Trapeze Software Group, Inc.
2. Urban Transportation Associates (UTA), Inc.



## Sole Source Justification

**DATE:** 3/25/26

**REQUESTED BY:** Michelle Daley, Director of Finance

**SUBJECT:** OBBA upgrade to the Trapeze timekeeping system.

**BACKGROUND:** Trapeze Software Group, Inc. supplies LYNX software used by both fixed route and paratransit operations. The software applications allow LYNX to manage its fixed route services e.g. Scheduling/routing/dispatch, Vehicle Communications, Run-cutting, Operations Management, Asset Tracking and Maintenance, Real time access, and Payroll. A new federal bill, the “One Big Beautiful Bill,” now requires employers to report Fair Labor Standards Act (FLSA) overtime earnings on employees’ year-end W-2 forms. To comply with this mandate, we need to create a new time-pay rule, since LYNX’s overtime rates exceed the FLSA minimum requirements for our union employees.

### SOLE SOURCE JUSTIFICATION:

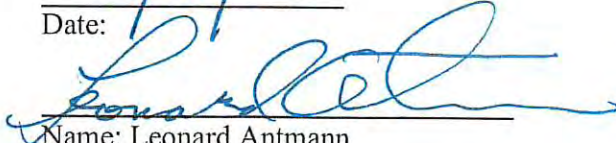
- **Compatibility:** Trapeze Software Group is the sole provider of the proprietary software currently used for transportation scheduling and workforce management within our organization. The custom payroll export developed by Trapeze will ensure full compatibility with our new Oracle ERP system, eliminating the risk of data integrity issues.
- **Expertise and Efficiency:** Trapeze Software Group has intimate knowledge of their software's architecture, which positions them uniquely to develop the required custom export with the highest level of efficiency and accuracy. Using an external vendor would likely require extensive time and resources for the third party to understand the Trapeze system, resulting in potential delays and increased costs.
- **Integration and Support:** As the original software developer, Trapeze can provide ongoing support and updates for the custom payroll export, ensuring it remains functional and up-to-date with any future changes to the Trapeze system. This level of integration and support is crucial for maintaining uninterrupted payroll operations.
- **Proprietary Technology:** Trapeze Software Group holds the proprietary rights to their software, meaning that only they have full access to the source code and the ability to make modifications. Engaging any other vendor would not only be inefficient but could also breach licensing agreements.

**COST/PRICE ANALYSIS:** The proposed cost of \$45,393 is a one-time cost to develop the new calculation. This cost is covered within the FY2026 Operating Budget.

  
Name: Michelle Daley

Project Manager

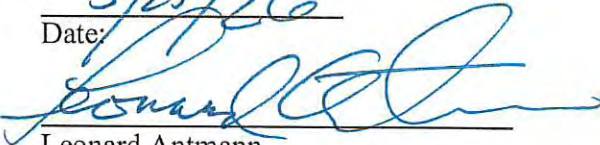
Date: 3/25/26



Name: Leonard Antmann

Department Chief

Date: 3/25/26



Leonard Antmann

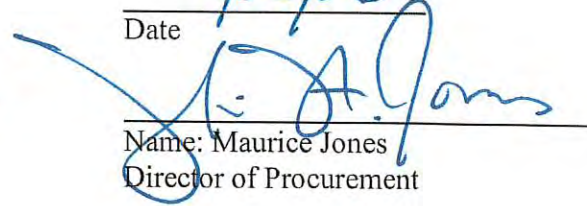
Chief Financial Officer

Date: 3/25/26

  
Name: Michelle Daley

Department Director

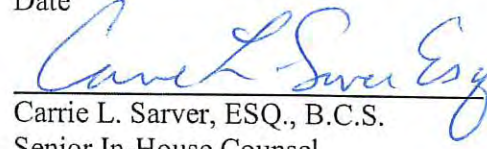
Date: 3/25/26



Name: Maurice Jones

Director of Procurement

Date: 3/26/2026



Carrie L. Sarver, ESQ., B.C.S.

Senior In-House Counsel

Date: 4/1/26



Tiffany Homler Hawkins

Chief Executive Officer

Date: 4/1/26



## Sole Source Justification

**DATE:** March 10, 2026

**REQUESTED BY:** Myles O'Keefe, Manager of Strategic Planning

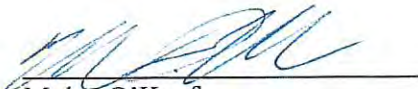
**SUBJECT:** Urban Transportation Associates (UTA), Inc. – LYNX Automatic Passenger Counter (APC) Software Upgrade and Software-as-a-Service (SaaS) Subscription

**BACKGROUND:** For over a decade LYNX has deployed automatic passenger counters (APCs) on its fixed route bus fleet. The hardware and associated software have been procured through Urban Transportation Associates (UTA), Inc. for all those years. UTA also provides parts for repairs and technical support to the LYNX Administrative and Maintenance staffs. In 2020, LYNX installed APCs on the entirety of its fixed route bus fleet. Prior to then, only a portion of the fleet had APCs installed. As part of this hardware upgrade, a new maintenance and support contract was included to cover the period of June 1, 2020, through May 31, 2023, with two one-year options to extend. Not included in the upgrade was an update to the software package that administrative staff access to analyze and report on ridership data. LYNX uses the APC data to track ridership trends, adjust services based off of boarding and alighting behaviors, and most importantly, to report ridership annually in the National Transit Database (NTD). The NTD reporting is a key part of the formula funding that LYNX receives annually from the Federal Transit Administration (FTA).

**SOLE SOURCE JUSTIFICATION:** In addition to the attached sole source justification document provided by the vendor advising that Urban Transportation Associates (UTA), Inc. is the owner, manufacturer, and sole source provider of the cloud-hosted configuration to report on APC data provided by UTA's APC hardware; the hardware that LYNX has installed on 100% of the agency's fixed route bus fleet. If the LYNX were to pursue another vendor, at a minimum, the procurement would result in a substantial duplication of costs as another vendor would have to build the software and server environment that can interact with UTA's APC hardware. Other APC hardware vendors would likely require LYNX to replace the existing UTA hardware, that has ten years of useful life remaining, with their own before providing a software solution; adding further expenses to the agency.

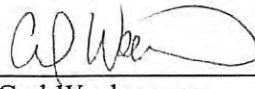
**COST/PRICE ANALYSIS:**

The cost for the UTA SaaS for one year is \$48,672; to be paid in full with a one-time payment. This is the third year of pricing for the SaaS, an increase of \$1,872 from year 2, or an increase of 4%. This is a reasonable cost increase and was included by UTA in its original proposal.



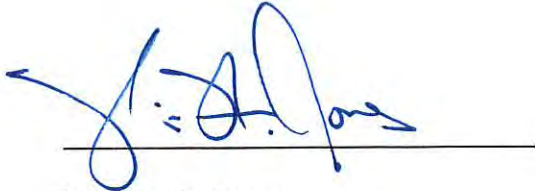
Myles O'Keefe  
Project Manager

3.10.26  
Date:



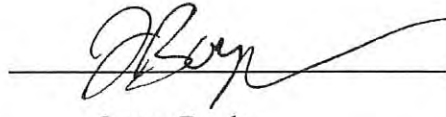
Carl Weckenman  
Director of Planning & Development

3-10-2026  
Date



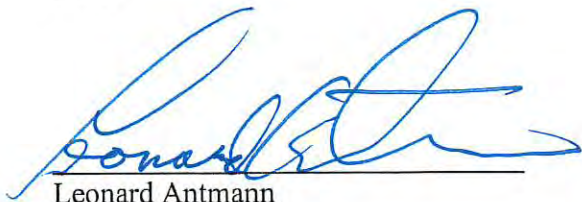
Maurice A. Jones  
Director of Procurement

4/8/2026  
Date



James Boyle  
Chief Development Officer

3-12-26  
Date



Leonard Antmann  
Chief Financial Officer

4/9/26  
Date:



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

4/13/26  
Date



Tiffany Homler Hawkins  
Chief Executive Officer

4/13/26  
Date:

# LYNX Board Agenda

## Information Item C

**To:** LYNX Board of Directors

**From:** Terri Settington  
DIRECTOR OF HUMAN RESOURCES  
Sara Holtzman  
Technical Contact

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Quarterly Service Recognition

**Date:** 04/23/2026

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

### 5 Years of Service

Michael Beasley Jr. – Bus Operator, Transportation  
Aretha Brooks – Bus Operator, Transportation  
Tamara Brown – Training Instructor, Training  
Irene Feliciano – Supervisor of Payroll and AP, Finance  
Michelle Garo – Mobility Services Representative, Mobility Services  
Jose Hoyos – Bus Operator, Transportation  
Mervyn Pereira – Groundskeeper, Facilities Maintenance  
Ramon Quinones – Bus Operator, Transportation

### 10 Years of Service

Sonya Edwards – Bus Operator, Transportation  
Joseph Hidalgo – Technician, Vehicle Maintenance  
Eddie Jackson – Service Island Attendant, Vehicle Maintenance  
Regina Johnson – Bus Operator, Transportation  
Carolyn Nance – Bus Operator, Transportation  
Roberto Rivera – Supervisor, Transportation  
Emille Rosario – Technician, Vehicle Maintenance  
Trey Silver – Supervisor, Transportation  
Erawarth Sooknanan – Technician, Vehicle Maintenance  
Beverly Walker – Bus Operator, Transportation

# LYNX Board Agenda

## **15 Years of Service**

Jose Fortis – Bus Operator, Transportation

Thomas Sullivan – Supervisor, Vehicle Maintenance

Justin Vogt – Bus Operator, Transportation

## **20 Years of Service**

Benjamin Green – Supervisor, Transportation

Latchmidat Persaud – Technician, Facilities Maintenance

Sidney Pierre-Louis – Bus Operator, Transportation

Ismael Quinones – Bus Operator, Transportation

Pablo Rivera – Bus Operator, Transportation

Laurence Rogers – Technician, Vehicle Maintenance

## **25 Years of Service**

Eddie Burgos – Bus Operator, Transportation

Deo Ragoonanan – Technician, Vehicle Maintenance

## **30 Years of Service**

Ismael Mata – Supervisor, Vehicle Maintenance

# LYNX Board Agenda

## Monthly Report A

**To:** LYNX Board of Directors

**From:** Matthew Friedman  
DIRECTOR OF MARKETING COMMUNICATIONS  
Janet Vidal  
Technical Contact

**Phone:** 407.841.2279 ext: 6206

**Item Name:** Communications Report - March 2026

**Date:** 04/23/2026

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### **LYNX Press Releases | Media Notes: March 2026**

March 20	LYNX March Board of Directors and Oversight Committee Meeting Information
March 26	LYNX Announces April 2026 Service Change – NeighborLink Changes to Happen in May

### **LYNX News Articles – March 2026**

March 18	<a href="#">Soto Announces Over \$9.2 Million in FTA Buses and Bus Facilities Program Funding for LYNX</a> Darren Soto - House.gov
March 26	<a href="#">Lynx moves to buy 20+ acres in Osceola County</a> The Business Journals
March 27	<a href="#">\$13.5 million land purchase approved for Osceola County LYNX facility</a> Spectrum News 13

# LYNX Board Agenda

## LYNX Social Media – March 2026

March 1	<a href="#">Information sessions for the April service proposal.</a>
March 2	<a href="#">How to use a bike rack.</a> <a href="#">Information session today for the April service proposal.</a> <a href="#">Women’s History Month.</a>
March 3	<a href="#">Celebrating Sunshine State’s birthday.</a> <a href="#">Information session today for the April service proposal.</a> <a href="#">Service detour for the Best Damn Race.</a>
March 4	<a href="#">Metroplan Orlando ACCESS LYNX survey.</a> <a href="#">Daylight saving time.</a>
March 5	<a href="#">Public workshop and hearing for the April service proposal.</a> <a href="#">Bike to Work Day.</a> <a href="#">Service detour for the Best Damn Race.</a>
March 6	<a href="#">Employee Appreciation Day.</a>
March 7	<a href="#">Daylight saving time.</a>
March 8	<a href="#">International Women’s Day.</a>
March 9	<a href="#">Public comments for April service proposal ends today.</a>
March 10	<a href="#">Employee anniversary milestone celebration.</a>
March 11	<a href="#">Helpful tips on how to catch the bus.</a>
March 12	<a href="#">How to read a destination sign.</a>
March 13	<a href="#">Traveling to Universal Orlando.</a>
March 14	<a href="#">Metroplan Orlando ACCESS LYNX survey.</a>
March 15	<a href="#">April service proposal.</a>
March 16	<a href="#">Please have your fare ready before boarding the bus.</a>
March 17	<a href="#">St. Patrick’s Day.</a>
March 18	<a href="#">Transit Driver Appreciation Day.</a> <a href="#">Transit Employee appreciation.</a>
March 19	<a href="#">Transit is the official LYNX app.</a> <a href="#">Service detour for the Arab Festival.</a>
March 20	<a href="#">First day of spring.</a> <a href="#">Oversight Committee and Board of Directors meetings.</a>

# LYNX Board Agenda

March 21	<a href="#">Reduced fare program.</a> <a href="#">Service detour for the Arab festival.</a>
March 22	<a href="#">Proposed service changes.</a>
March 23	<a href="#">Early morning start and ready to help you move forward.</a>
March 24	<a href="#">Name this stop.</a>
March 25	<a href="#">Destination Parkway location.</a> <a href="#">Service detour at Camping World Stadium.</a>
March 26	<a href="#">Oversight Committee and Board of Directors meetings.</a> <a href="#">Service detour at Camping World Stadium.</a> <a href="#">April service change announcement.</a>
March 27	<a href="#">Hello, Sunshine. It's Friday and the city is shining bright.</a>
March 28	<a href="#">Tap to pay on buses.</a>
March 29	<a href="#">25-year employee anniversary celebration.</a>
March 30	<a href="#">Ride LYNX for less than a gallon of gas.</a> <a href="#">Service detour around Camping World Stadium.</a>
March 31	<a href="#">April service change.</a> <a href="#">Service detour around Camping World Stadium.</a>

# LYNX ard Agenda

SOCIAL MEDIA USAGE	MARCH 2026
Total Facebook Posts	48
Facebook Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.	1K Reactions, 151 Comments, 63 Shares
Facebook Post Impressions: The number of times posts appeared on someone's screen.	70 K
Total Tweets	49
Twitter X Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes	93 Likes, 61 Retweets,
Twitter X Post Impressions: The number of times posts appeared on someone's screen.	5.5 K
Total Instagram Posts	54
Instagram Engagement: The sum of interactions received for the posts published in the selected timeframe: Comments and likes.	484 Likes, 27 Comments
Instagram Post Impressions: The number of times posts appeared on someone's screen.	12.5 K
WEBSITE USAGE	MARCH 2026
Total Pageviews	269 K
Total Users	177 K

# LYNX Board Agenda

## Commuter Vanpool Program – April 2026

<b>Vanpool</b>	<b>March 2026</b>
Vanpool Participants	517*
Total Revenue Miles	208,000*
New Vanpool	1
Returned Vanpools	2
Current Vans at Service	135
Pending Interests	Bureau of Prisons, Veterans Affairs for VA Hospital, US Customs and Border
Events	None

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

## Advertising Sales – March 2026

<b>Advertising Sales Revenue</b>	<b>March 2026</b>	<b>LYNX %</b>	<b>FY to Date Sales</b>	<b>FY to Date LYNX %</b>
Sales Revenue	\$466,840.42	\$280,104.25	\$2,354,631.82	\$1,412,779.09

# LYNX Board Agenda

## Monthly Report B

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Monthly Financial Report - January 2026

**Date:** 04/23/2026

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Please find attached the preliminary monthly financial report for the Fourth month ending January 31, 2026.

Central Florida Regional Transportation Authority dba LYNX  
Statement of Operating Revenue and Expenses  
For the four months ending January 31, 2026  
(unaudited)

	As of January 31, 2026		% of Actual compared to Budget
	Budget	Actual	
<b>REVENUES:</b>			
Customer fares	\$ 7,550,975	\$ 6,464,077	86%
Contract services	1,462,693	1,337,677	91%
Advertising	918,333	904,533	98%
Interest and Other Income	635,412	1,283,429	202%
Federal Revenue	5,249,072	4,884,744	93%
State Revenue	4,529,752	1,527,658	34%
Local Revenue	5,689,212	5,655,879	99%
Local Revenue Funding Partner	39,984,012	39,984,014	100%
<b>TOTAL REVENUE</b>	<b>66,019,461</b>	<b>62,042,010</b>	<b>94%</b>
<b>EXPENSES:</b>			
Salaries, Wages & Fringe Benefits	42,960,283	45,666,726.78	106%
Other services	5,365,370	2,666,241.89	50%
Fuel Expense	4,576,558	5,045,944.57	110%
Materials and supplies	3,644,111	3,289,657.97	90%
Utilities	692,948	487,139.20	70%
Casualty & Liability	1,604,461	1,173,070.76	73%
Taxes and licenses	258,930	310,081.25	120%
Purchased transportation services	13,600,156	13,516,366.41	99%
Leases & Miscellaneous	899,970	927,389.05	103%
Interest Expense	18,643	19,547.68	105%
<b>TOTAL EXPENSES</b>	<b>73,621,430</b>	<b>73,102,166</b>	<b>99%</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (7,601,969)</b>	<b>\$ (11,060,155)</b>	<b>145%</b>

# LYNX Board Agenda

## Monthly Report C

**To:** LYNX Board of Directors

**From:** Kimberly Frye  
DIRECTOR OF MOBILITY SERVICES  
Selita Stubbs  
Technical Contact

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Paratransit Monthly Report - March 2026

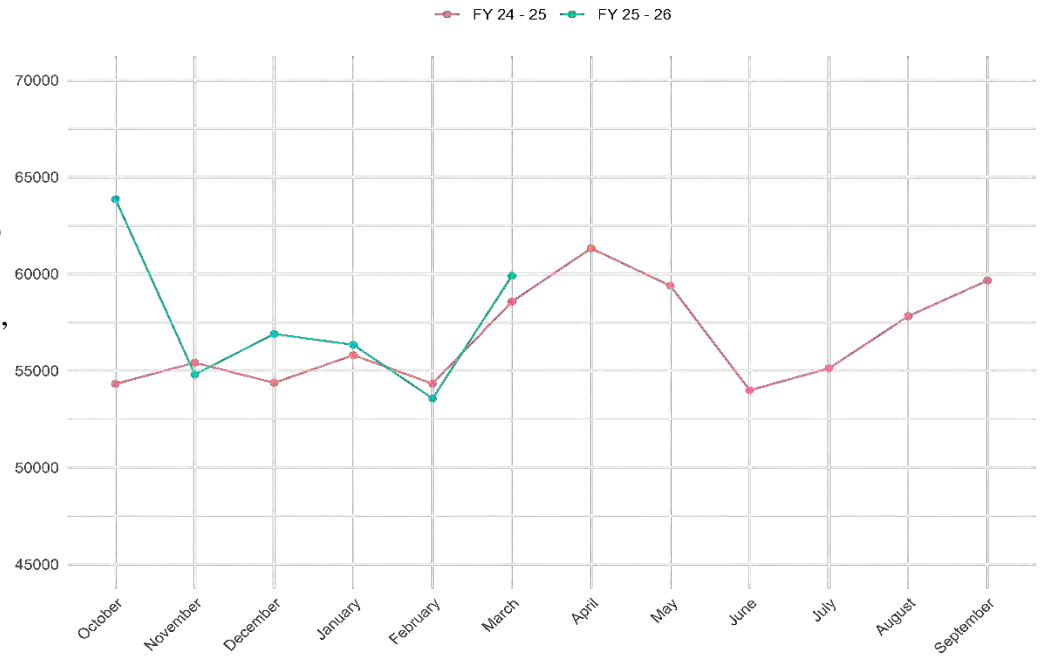
**Date:** 04/23/2026

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Please find attached the monthly report for Paratransit Services – March 2026.

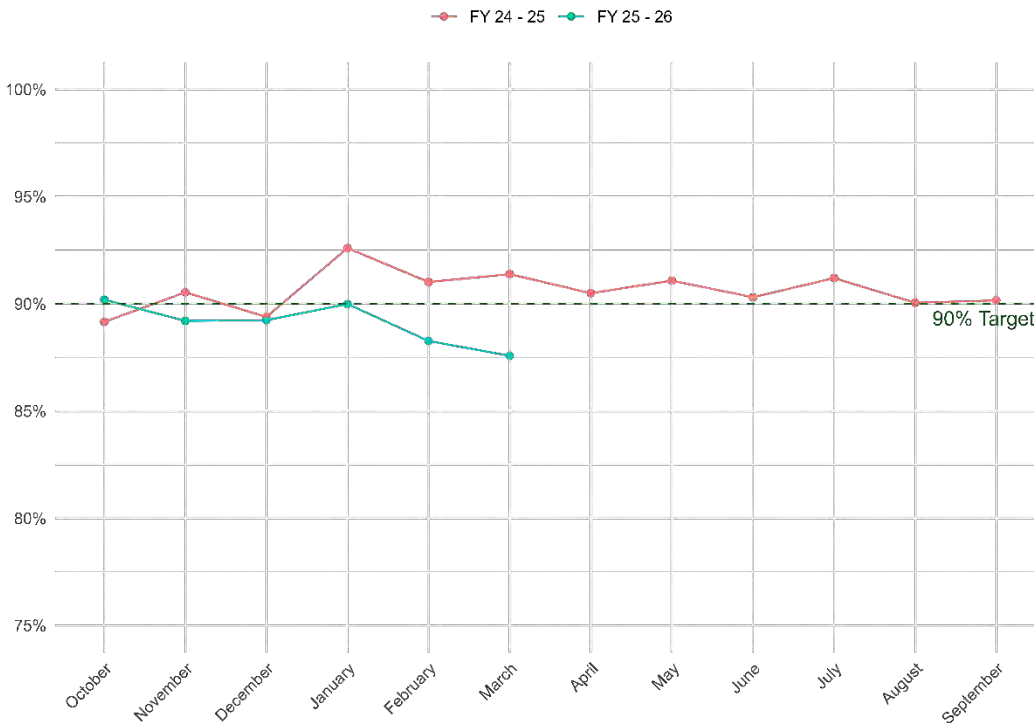
## March 2026- Mobility Services – Access LYNX

### Monthly Trips by Fiscal Year



- March 2026 recorded 59,905 trips, a 2.3% increase compared to March 2025.
- Despite the dip in February 2026, overall FY 2026 trip volume is up by approximately 3.8%.

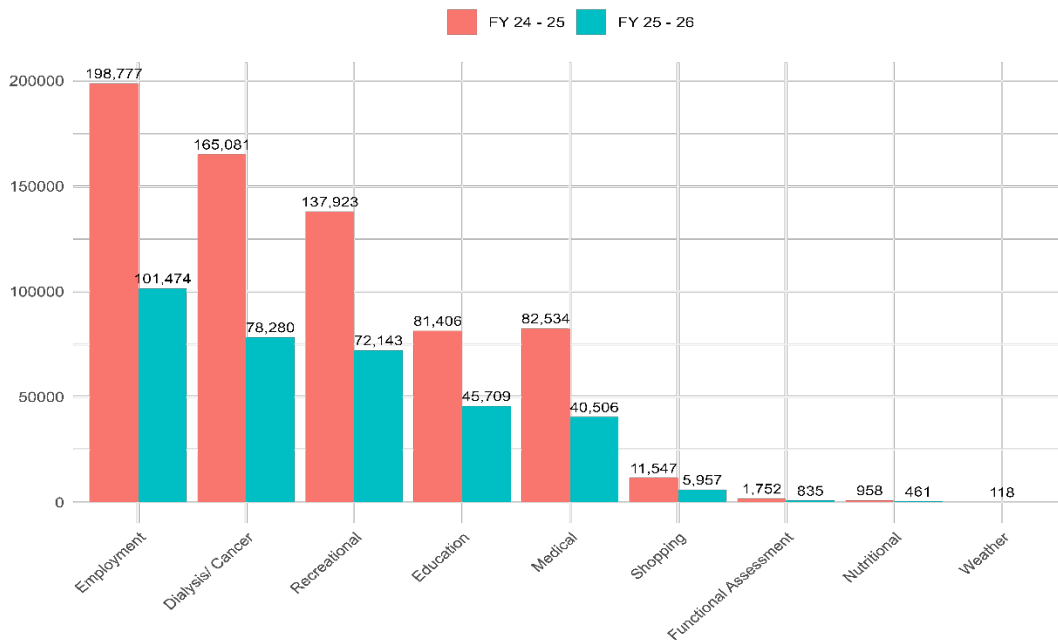
### Monthly OTP by Fiscal Year



- March 2026 OTP reached 87.58%, which is 3.8 percentage points lower than March 2025.
- The current fiscal year is averaging 89.1% OTP, compared to 90.3% in the previous fiscal year

\*March 2026 data has not yet been fully reconciled as of 02/18/2026.

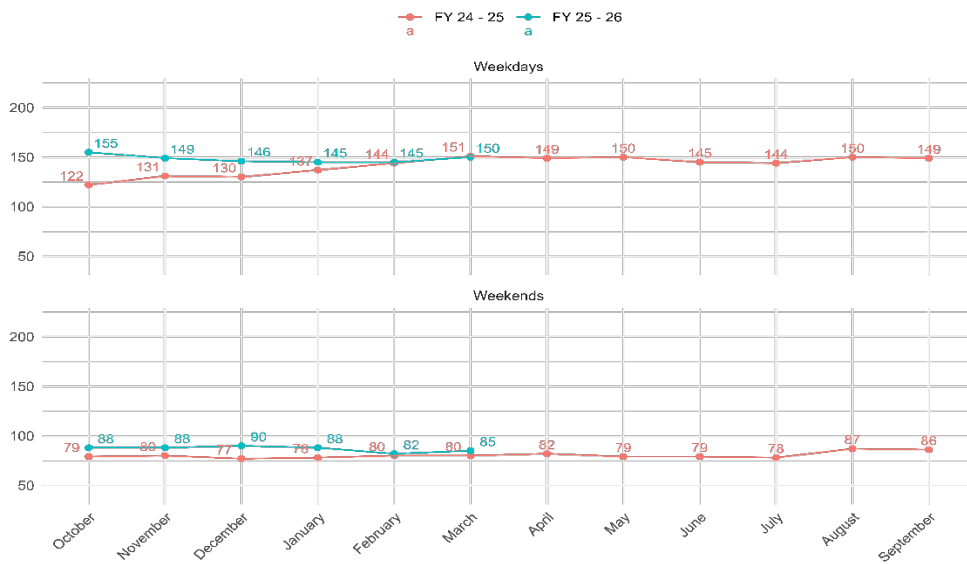
### Trips by Purpose and Fiscal Year



- FY 25-26 is tracking the same distribution of trip purposes as FY 24-25, with Employment, Dialysis/Cancer, and Recreational trips remaining the top categories.
- Early FY 25-26 counts align with last year’s proportional trends, even though the fiscal year has only just begun and total volumes are still low

### Average Daily Vehicles by Month

Weekdays vs Weekends



- FY 25-26 weekday and weekend vehicle averages are beginning to mirror last year’s monthly trends, with higher weekday volumes and relatively stable weekend usage.
- February shows a continuation of seasonal patterns, aligning with FY 24-25’s.
- The overall uptick in average daily vehicle usage may also reflect the impact of fleet renewal, as newer vehicles replace older ones and support more consistent service delivery.

\*March 2026 data has not yet been fully reconciled as of 02/18/2026.

# LYNX Board Agenda

## Monthly Report D

**To:** LYNX Board of Directors

**From:** Carl Weckenmann  
DIRECTOR OF PLANNING and DEVELOPMENT  
Bruce Detweiler  
Technical Contact  
Jake Russell  
Technical Contact

**Phone:** 407.841.2279 ext: 6075

**Item Name:** Ridership Report - February 2026

**Date:** 04/23/2026

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The attached monthly Performance Report includes February 2026 Year-To-Date figures for ridership and other performance indicators. Total ridership for February 2026 was 1,683,095. This is a 4.1% decrease from February 2025. On-Time Performance for Fiscal Year-To-Date 2026 is 65%.

- LYNX overall ridership decreased by 71.6K, or 4.1%, compared to February 2025. Year-to-date ridership for FY-26 (9,007,921) increased 6.6% compared to FY-25 (8,451,406).
- LYMMO ridership decreased by 11.2K, or 25.4%, compared to February 2025. Year-to-date ridership for FY-26 (203,219) decreased 14.4% compared to FY-25 (237,422).
- Fixed Route ridership decreased by 61.0K, or 3.8%, compared to February 2025. Year-to-date ridership for FY-26 (8,299,472) increased by 7.2% compared to FY-25 (7,742,034).
- NeighborLink ridership decreased by 2.3K, or 22.4%, compared to February 2025. Year-to-date ridership for FY-26 (49,272) increased 0.8% compared to FY-25 (48,857).
- ACCESS LYNX ridership decreased by 0.7K, or 1.2%, compared to February 2025. Year-to-date ridership for FY-26 (318,611) increased 4.2% compared to FY-25 (305,829).
- Vanpool ridership increased by 3.7K, or 16.0%, compared to February 2025. Year-to-date ridership for FY-26 (137,347) increased by 17.1% compared to FY-25 (117,264).



## February 2026 Service Performance Report

### RIDERSHIP

Total Ridership by Mode						
	Feb-25	Feb-26	% Δ	YTD-25	YTD-26	% Δ
LYMMO	44,047	32,844	-25.4%	237,422	203,219	-14.4%
Fixed Route	1,616,581	1,555,552	-3.8%	7,742,034	8,299,472	7.2%
NeighborLink	10,408	8,080	-22.4%	48,857	49,272	0.8%
ACCESS LYNX	60,576	59,871	-1.2%	305,829	318,611	4.2%
Vanpool	23,057	26,748	16.0%	117,264	137,347	17.1%
<b>SYSTEM TOTAL</b>	<b>1,754,669</b>	<b>1,683,095</b>	<b>-4.1%</b>	<b>8,451,406</b>	<b>9,007,921</b>	<b>6.6%</b>

<b>February-25</b>	20 Weekdays	4 Saturdays	4 Sundays
<b>February-26</b>	20 Weekdays	4 Saturdays	4 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Feb-25	Feb-26	% Δ	Feb-25	Feb-26	% Δ	Feb-25	Feb-26	% Δ
LYMMO	1,849	1,411	-23.7%	915	697	-23.8%	851	459	-46.1%
Fixed Route	65,088	62,451	-4.1%	45,273	45,266	0.0%	33,431	31,369	-6.2%
NeighborLink	467	356	-23.8%	266	205	-22.9%	-	-	-
ACCESS LYNX	2,573	2,551	-0.9%	1,318	1,346	2.1%	960	865	-9.9%
Vanpool	914	1,184	29.5%	325	324	-0.3%	182	248	36.3%
<b>SYSTEM TOTAL</b>	<b>70,891</b>	<b>67,953</b>	<b>-4.1%</b>	<b>48,097</b>	<b>47,838</b>	<b>-0.5%</b>	<b>35,424</b>	<b>32,941</b>	<b>-7.0%</b>

LYNX ridership decreased by about 71.6K, or 4.1%, compared to February 2025.

**LYMMO** ridership decreased by about 11.2K, or 25.4%, compared to February 2025. Compared to February 2025, average weekday ridership decreased by 23.7% and average Saturday and Sunday decreased by 23.8% and 46.1% respectively. With the January 2026 service change, LYMMO Lime routing was changed significantly and the LYMMO Orange and Grapefruit had a reduction in service span and Sunday frequency.

**Fixed Route** ridership decreased by about 61.0K, or 3.8%, compared to February 2025. Average weekday and average Sunday ridership decreased by 4.1% and 6.2% respectively. Average Saturday ridership remained flat with a 0.0% change. Significant service reductions were made in Seminole County with the January 2026 service change.

**NeighborLink** ridership decreased by about 2.3K, or 22.4%, compared to February 2025. NeighborLink ridership saw a 23.8% decrease in average weekday ridership and a 22.9% decrease in average Saturday ridership. With the January 2026 service change, two NeighborLink routes in Seminole County were discontinued.

**ACCESS LYNX** ridership decreased by about 0.7K, or 1.2%, compared to February 2025. Ridership showed a 0.9% decrease to average weekday ridership and a 9.9% decrease to average Sunday. However, there was a 2.1% increase in average Saturday ridership.

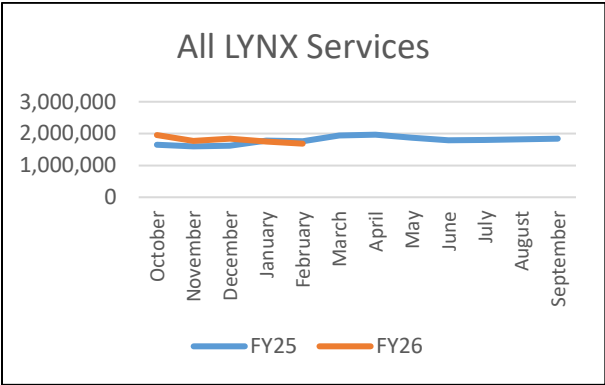
**Vanpool** ridership increased by about 3.7K, or 16.0%, compared to February 2025. Vanpool ridership saw an increase of 29.5% to average weekday and an increase of 36.3% to average Sunday, with a decrease of 0.3% to average Saturday ridership.

\*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.25/gallon in February 2025 and \$3.04/gallon in February 2026. Historically, high gas prices can result in increased public transit ridership.

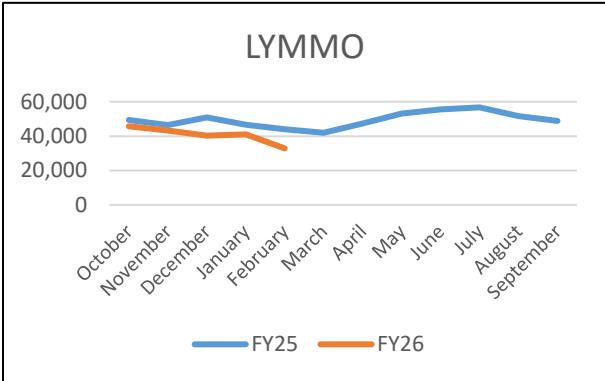


## February 2026 Service Performance Report

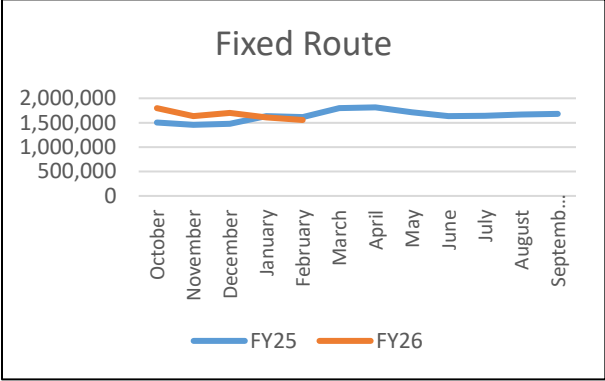
### MONTHLY RIDERSHIP TRENDS BY MODE



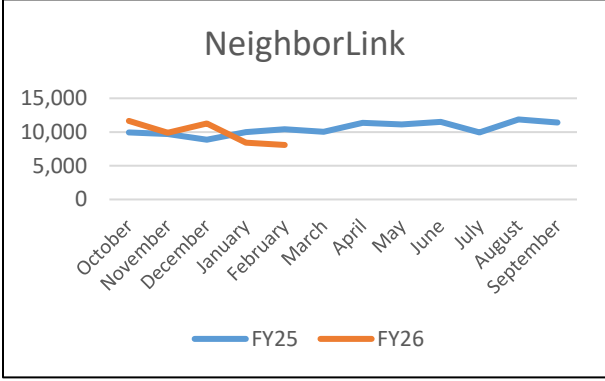
Year-to-Date Fiscal Year 2026 LYNX system-wide ridership has increased by 6.6% compared to Fiscal Year 2025.



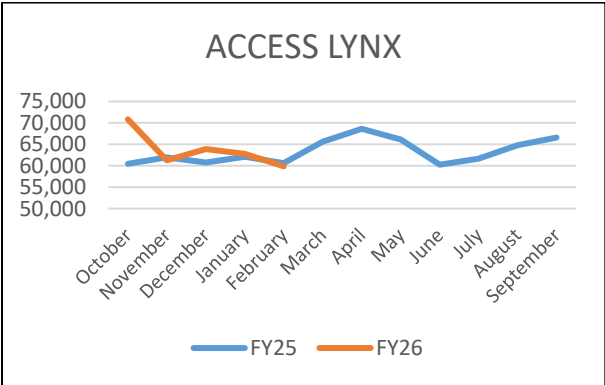
Year-to-Date Fiscal Year 2026 LYMMO ridership has decreased by 14.4% compared to Fiscal Year 2025.



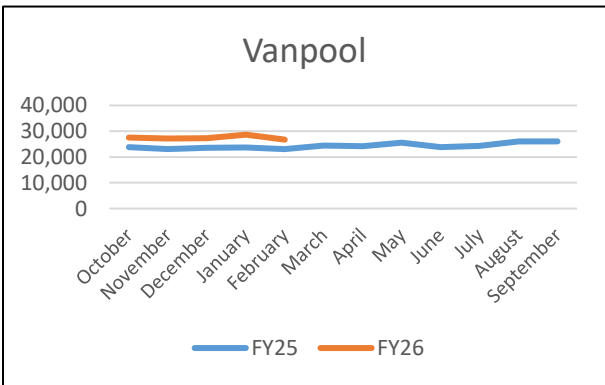
Year-to-Date Fiscal Year 2026 Fixed Route ridership has increased by 7.2% compared to Fiscal Year 2025.



Year-to-Date Fiscal Year 2026 NeighborLink ridership has increased by 0.8% compared to Fiscal Year 2025.



Year-to-Date Fiscal Year 2026 ACCESS LYNX ridership has increased by 4.2% compared to Fiscal Year 2025.



Year-to-Date Fiscal Year 2026 Vanpool ridership has increased by 17.1% compared to Fiscal Year 2025.



February 2026 Service Performance Report

**FIXED ROUTE AND LYMMO MONTHLY PERFORMANCE DATA**

Fixed Route - Modal Performance Data - Fiscal Year 2026								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	1,798,377	19	66%	11	94,441	99%	217	96%
Nov	1,632,126	19	67%	1	87,865	99%	220	96%
Dec	1,702,058	19	66%	10	93,086	98%	213	96%
Jan	1,611,359	19	66%	3	87,136	99%	205	98%
Feb	1,555,552	20	62%	8	77,384	98%	207	100%
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
<b>YTD</b>	<b>8,299,472</b>	<b>19</b>	<b>65%</b>	<b>33</b>	<b>439,912</b>	<b>98%</b>	<b>212</b>	<b>97%</b>

LYMMO - Modal Performance Data - Fiscal Year 2026								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	45,729	9	73%	1	4,919	98%	5	100%
Nov	43,230	10	70%	0	4,529	95%	3	100%
Dec	40,350	9	73%	0	4,848	96%	3	100%
Jan	41,066	10	69%	0	4,300	96%	3	100%
Feb	32,844	9	69%	1	3,752	93%	2	100%
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
<b>YTD</b>	<b>203,219</b>	<b>10</b>	<b>71%</b>	<b>2</b>	<b>22,348</b>	<b>96%</b>	<b>3</b>	<b>100%</b>



February 2026 Service Performance Report

**NEIGHBORLINK AND ACCESS LYNX MONTHLY PERFORMANCE DATA**

NeighborLink - Modal Performance Data - Fiscal Year 2026						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	11,652	98%	100%	0	15	100%
Nov	9,872	97%	100%	0	14	88%
Dec	11,244	98%	100%	0	13	100%
Jan	8,424	97%	100%	0	14	100%
Feb	8,080	97%	100%	0	17	100%
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
<b>YTD</b>	<b>49,272</b>	<b>97%</b>	<b>100%</b>	<b>0</b>	<b>15</b>	<b>98%</b>

ACCESS LYNX - Modal Performance Data - Fiscal Year 2026						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	70,828	90%	100%	0	165	62%
Nov	61,249	89%	100%	0	152	47%
Dec	63,911	89%	100%	0	152	99%
Jan	62,739	90%	100%	0	151	129%
Feb	59,871	88%	100%	1	148	120%
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
<b>YTD</b>	<b>318,598</b>	<b>89%</b>	<b>100%</b>	<b>1</b>	<b>154</b>	<b>91%</b>



## February 2026 Service Performance Report

### GLOSSARY

#### 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** –

Fixed Route and LYMMO: LYNX defines a bus as on-time if it falls within 0 minutes early to six (6) minutes late of the published schedule.

NeighborLink: LYNX defines a NeighborLink as on-time if the trip is capable of being operated in full and a vehicle is available for scheduled pick-ups.

ACCESS LYNX: LYNX defines an ACCESS LYNX trip as on-time if the customer is picked up no earlier than their scheduled pickup time and no later than 30 minutes after their scheduled pickup time.

**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

**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 amount of vehicles in the bus vehicle fleet that are available for revenue-earning work.

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

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