

# LYNX Board Agenda


Meeting Date: 04/24/2025  
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 3.27.25

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## 3. Public Comments


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

## 4. Chief Executive Officer's Report

## 5. Oversight Committee Report



## 6. Consent Agenda

### A. Award Contracts

-  Authorization to Negotiate and Award a Contract for the HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center to Gibson Air Conditioning & Refrigeration, LLC for a Not to Exceed Amount of \$11,330,000

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### B. Extension of Contracts

-  Authorization to Exercise the First Option Year of Contract 22-C48 with Barracuda Building Corporation for the Installation of Bus Shelters and Amenities Throughout the LYNX Service Area for a Not to Exceed Amount of \$3,303,687
-  Authorization to Exercise the Third Option Year of Contract 21-C35 with American Facilities Services, Inc. for Janitorial Services at LYNX Facilities and Increase the Not to Exceed Amount to \$1,403,052

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### C. Miscellaneous

-  Authorization to Increase the Not to Exceed Amount of Contract 23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance Services to \$580,000
-  Authorization to Increase the Not to Exceed (NTE) Amount for Contract 22-C39 with DesignLab, LLC, for the Supply of Uniforms for Bus Operators, and Transportation and Maintenance Supervisors, to \$1,025,000
-  Authorization to Purchase Thirty (30) 40-Foot Compressed Natural Gas (CNG) Replacement Buses from Gillig LLC for a Not to Exceed Amount of \$27,609,656
-  Authorization to Award a Contract to GrayRobinson, P.A. for Pension Legal Services for a Not to Exceed Amount of \$300,000
-  Authorization to Utilize Project Contingency and Approve Change Order 6 for the Pine Hills Bus Transfer Center in the Amount of \$466,298
-  Board Confirmation of James D. Boyle Appointment to Serve as LYNX's Chief Development Officer

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## 7. Action Agenda

- A.  Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the SFY2027 Public Transit Service Development Grant Program (SDG) in the Amount of \$2,200,000 and Adoption of Resolution 25-003 Pg 25
- Attachments 
- B.  Approval of the FY2025 Amended Operating Budget Pg 29

## 8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 32
- B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 34
- Attachments 

## 9. Monthly Reports

- A.  Communications Report - March 2025 Pg 37
- B.  Monthly Financial Report - January 2025 Pg 41
- Attachments 
- C.  Paratransit Monthly Report - March 2025 Pg 43
- Attachments 
- D.  Ridership Report - February 2025 Pg 54
- Attachments 

## 10. Other Business

## 11. Adjourned

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

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

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

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

**DATE:**       **March 27, 2025**

**TIME:**       **1:00 p.m.**

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**Members in Attendance:**

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

**1.    Call to Order**

Chair Janer called the meeting to order at 1:00 p.m.

Chair Janer asked Mayor Demings to lead the Pledge of Allegiance.

**2.    Approval of Minutes**

Secretary Tyler moved to approve the Board of Directors meeting minutes of February 27, 2025. Seconded by Mayor Dyer. The minutes were unanimously approved as presented.

**3.    Public Comments**

Marc Simmons – Oviedo, FL

Mr. Simmons submitted a comment online and thanked the Planning Department and the ACCESS LYNX team for providing updated technology on buses and believes LYNX should purchase more diesel buses.

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

Tiffany Homler Hawkins, Chief Executive Officer, stated that ridership was high on Saturday March 8 at 49,000 trips on fixed route. Even with spring break, ridership is steady around 68,000-69,000 daily trips.

LYNX Staff will be participating in the City of Orlando, Ride to Work Day with Mayor Dyer tomorrow.

The softball tournament will be held on Saturday.

## **5. Oversight Committee Report**

Commissioner Janer, Chair of the Oversight Committee stated that there was a quorum for the meeting with the Board members, so no report was needed.

## **6. Consent Agenda:**

Chair Janer 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.ii. 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 a Bus Tracker Mobile Application and Website
- ii. Authorization to Release a Request for Proposal (RFP) for General Planning Consultant Services

### **B. Award Contracts**

- i. Authorization to Negotiate and Award a Contract to Cathcart Construction Company – Florida, LLC for the LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete for a Not to Exceed Amount of \$636,500
- ii. Authorization to Negotiate and Award a Contract to Don Wood, Inc. for the Hose Reel and Lubricant Line Replacement in the Maintenance Shop and Fuel Service Island Located at the LYNX Operations Center (LOC A/C) for a Not to Exceed Amount of \$221,042

### **C. Extension of Contracts**

- i. Authorization to Exercise the Second Option Year of Contract 21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service and Increase the Not to Exceed Amount to \$375,000
- ii. Authorization to Exercise the First 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 Amount to \$3,500,000

### **D. Miscellaneous**

- i. Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages
- ii. Authorization to Issue a Task Order to AECOM Technical Services, Inc. for Architectural & Engineering Services to Update LYNX's Transit Asset Management (TAM) Plan in an Amount Not to Exceed of \$311,002

Mayor Dyer made a motion to approve Consent Agenda items 6.A.i. through 6.D.ii. Seconded by Secretary Tyler. Motion passed unanimously.

## 7. Action Agenda

- A. Authorization to Approve FY2024 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Chair Janer recognized Joel Knopp, CPA-Partner, Forvis Mazars, to make the presentation. Mr. Knopp stated that there were no audit adjustments with a clean unmodified opinion. Two compliance reports were clean reports with no internal control or compliance findings.

Secretary Tyler made a motion for Authorization to Approve FY2024 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program. Second by Mayor Dyer. Motion passed unanimously.

- B. Authorization to Implement April 20, 2025 Service Changes

Commissioner Janer recognized Bruce Detweiler, Manager of Service Planning, to make the presentation. Mr. Detweiler stated that this service change is to make schedule adjustments to improve on-time performance and efficiency, trip adjustments to align service with demand, and route extension to serve new destinations.

Service changes are noticed on social media, the GOLYNX website, public hearings, and in-person outreach.

A timepoint on NeighborLink 831 will be removed, and riders at Valencia College will have to reserve a pick-up time online.

Mayor Demings made a motion for Authorization to Implement April 20, 2025 Service Changes. Second by Secretary Tyler. Motion passed unanimously.

- C. Authorization to Approve the Shingle Creek Transit and Utility Community Development District Bus Service Agreement for FY2025 in an Amount of \$247,949

Mr. Detweiler continued with this item. Mr. Detweiler stated that Link 311 will be extended to include Universal's Epic Universe. The Shingle Creek Transit and Utility Community Development District Bus Service agreement and the ATSP will fund this extension for the remainder of FY2025.

Secretary Tyler made a motion for Authorization to Approve the Shingle Creek Transit and Utility Community Development District Bus Service Agreement for FY2025 in an Amount of \$247,949. Second by Mayor Dyer. Motion passed unanimously.

- D. Authorization to Amend the Orange County Accelerated Transportation Safety Program (ATSP) Bus Service Agreement for FY2025

Commissioner Janer recognized Ms. Tiffany Homler Hawkins. Ms. Homler Hawkins stated that this is the first amendment to the Bus Service Agreement for the Accelerated Transportation Safety Program that codifies the changes made in December 2024.

Mayor Demings made a motion for Authorization to Amend the Orange County Accelerated Transportation Safety Program (ATSP) Bus Service Agreement for FY2025. Second by Mayor Dyer. Motion passed unanimously.

**8. Information Items**

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

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

**9. Monthly Reports**

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

- A. Communications Report – February 2025
- B. Monthly Financial Report – December 2024
- C. Paratransit Report – February 2025
- D. Ridership Report – January 2025

**10. Other Business**

Commissioner Lockhart apologized for missing the Oversight Committee meeting and stated that her team is putting together a memo that summarizes their thoughts on the earlier topics.

Commissioner Janer asked that the memo be submitted to the Chief Executive Officer.

Ms. Homler Hawkins stated that there was another speaker.

Joanne Counelis – Lake Mary, FL

Ms. Counelis would like to see buses running twenty-four hours a day on holidays, weekends, and evenings so that no one gets stranded. She would like a bus at Country Club Road and at the Lake Mary Prep School.

**11. Adjourned:**

The meeting adjourned at 1:23 p.m.

**Certification of Minutes:**

I certify that the foregoing minutes of the March 27, 2025, 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:** Leonard Antmann  
Chief Financial Officer  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract for the HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center to Gibson Air Conditioning & Refrigeration, LLC for a Not to Exceed Amount of \$11,330,000

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Gibson Air Conditioning & Refrigeration, LLC for the HVAC Systems Replacement & Enhancement at LYNX Central Station (LCS) and LYNX Operations Center (LOC) with a not to exceed amount of \$11,330,000.

### **BACKGROUND:**

LYNX operates out of two owned main facilities: LYNX Central Station and Office Tower, and LYNX Operations Center. The facilities have HVAC systems of different manufacturers and types that have met their useful life. The units are over fifteen (15) years old and have become failure prone, and increasingly costly and difficult to maintain. LYNX is seeking to replace the major components of the HVAC systems at both locations with systems of the same name brand manufacturer, with the latest high efficiency HVAC systems available for the building climate-controlled areas.

On February 21, 2024, the LYNX Board of Directors authorized the release of a Solicitation for this project. The Invitation for Bid (IFB) was released, posted on DemandStar, and sent directly to interested Vendors on February 7, 2025. The deadline for submission of bids was April 1, 2025, and only one Vendor submitted a bid, and was considered responsive and responsible for this Solicitation:



# LYNX Board Agenda

Vendor	Bid Amount
Gibson Air Conditioning & Refrigeration, LLC	\$10,300,000

The lowest responsive and responsible bidder was Gibson Air Conditioning & Refrigeration, LLC. The total construction project amount including the 10% contingency is \$ 11,330,000.

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

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

## **FISCAL IMPACT:**

The FY2025 Capital Budget includes \$11,330,000 for the HVAC System Upgrade. This project is 100% funded with Federal Grants.

# LYNX Board Agenda

## Consent Agenda Item #6.B. i

**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 Exercise the First Option Year of Contract 22-C48 with Barracuda Building Corporation for the Installation of Bus Shelters and Amenities Throughout the LYNX Service Area for a Not to Exceed Amount of \$3,303,687

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract 22-C48 with Barracuda Building Corporation for the Installation of Bus Shelters and Amenities throughout the LYNX Service area for a not to exceed amount of \$3,303,687.

### **BACKGROUND:**

On February 24, 2022, the LYNX Board of Directors approved the award of Contract 22-C48 to Barracuda Building Corporation for the Installation of Bus Shelters and Amenities throughout the LYNX Service Area for three (3) years with two (2) one (1) year options with a not to exceed of \$3,128,583. The initial term of Contract 22-C48 expires on April 7, 2025.

For this contract, the contractor provides all Buy America compliant materials, supplies, labor, and equipment necessary for complete installation of bus shelters and amenities per specifications. This includes site preparation, pouring concrete, verification, assembly, and transportation of adequate shelter materials, attachment of the bus shelter, trash receptacle, bike rack and bench, sod installation, reinstallation of sprinkler heads, and site cleanup to the satisfaction of LYNX and the local jurisdiction.

# LYNX Board Agenda

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

A DBE participation goal of 13% is assessed for this contract. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

## **FISCAL IMPACT:**

The FY2025 Approved Capital Budget includes \$11,701,605 for the installation of new shelters. The ATSP funding will cover \$6,000,000 with the remaining funded 100% through Federal Grants.

# LYNX Board Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Board of Directors

**From:** David Burrowes  
Chief Operations Officer  
Ricky Gonzalez  
Technical Contact

**Phone:** 407.841.2279 ext: 6161

**Item Name:** Authorization to Exercise the Third Option Year of Contract 21-C35 with American Facilities Services, Inc. for Janitorial Services at LYNX Facilities and Increase the Not to Exceed Amount to \$1,403,052

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the third option year of contract 21-C35 with American Facilities Services, Inc. for janitorial services at LYNX facilities and increase the not to exceed amount to \$1,403,052.

### **BACKGROUND:**

On March 25, 2021 the LYNX Board of Directors approved the award of Contract 21-C35 to American Facilities Services, Inc. for janitorial services at LYNX facilities for two (2) years with three (3) one (1) year options for a not to exceed amount of \$551,199. Contract 21-C35 expired on May 1, 2024, and the second option was approved by the Board of Directors on March 28, 2024.

The Janitorial Services are used at the following LYNX facilities:

- 2500 LYNX Lane
- 455 North Garland Avenue

The janitorial services at all other LYNX locations are performed by the LYNX Facilities Maintenance group.

# LYNX Board Agenda

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2025 Approved Operating Budget includes \$284,000 for janitorial services at LYNX facilities.

# LYNX Board Agenda

## Consent Agenda Item #6.C. i

**To:** LYNX Board of Directors

**From:** David Burrowes  
Chief Operations Officer  
Aubrey Moses  
Technical Contact

**Phone:** 407.841.2279 ext: 6161

**Item Name:** Authorization to Increase the Not to Exceed Amount of Contract 23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance Services to \$580,000

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the not to exceed amount for Contract 23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection Services to \$580,000.

### **BACKGROUND:**

On December 12, 2024, the LYNX Board of Directors authorized the option to exercise the First Option Year of Contract C23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance and to Increase the Not to Exceed (NTE) to \$280,000, however the increase in the not to exceed was inadvertently excluded in the action. The First Option Year commenced on January 23, 2025.

LYNX maintains a fleet of 321 Diesel, CNG and gas-powered transit buses. All are equipped with engine compartment systems along with CNG fuel cylinder fire suppression as applicable. The fire suppression systems currently installed on the fleet are Amerex, Fogmaker and Kidde. The systems discharge in the event of a catastrophic fire in the engine compartment or CNG fuel storage locations. The contract services consist of semi-annual and annual inspections, six (6) year maintenance/service and twelve (12) year hydrostatic tests of the fire suppression agent storage cylinders as required by regulations. Each bus must be serviced by a certified technician trained in each type of fire suppression system.

# LYNX ard Agenda

As the fleet continues to age, units require more extensive repairs and maintenance, including the replacement of fire suppression system components, to ensure compliance with safety regulations and optimal performance.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2025 Approved Operating Budget includes \$243,000 for Vehicle Fire Suppression System Inspection and Maintenance Services.

# LYNX Board Agenda

## Consent Agenda Item #6.C. ii

**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 Increase the Not to Exceed (NTE) Amount for Contract 22-C39 with DesignLab, LLC, for the Supply of Uniforms for Bus Operators, and Transportation and Maintenance Supervisors, to \$1,025,000

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the not to exceed (NTE) amount for Contract 22-C39 with DesignLab, LLC, for the supply of uniforms for Bus Operators, and Transportation and Maintenance Supervisors, to \$1,025,000.

### **BACKGROUND:**

On February 15, 2022, LYNX entered into a contract with DesignLab, LLC for the provision of uniforms for Bus Operators, Transportation and Maintenance Supervisors. The agreement included an initial term of three (3) years, with two (2) optional one (1) year renewal periods, and a not to exceed (NTE) amount of \$750,000 for the initial term. On February 27, 2025, LYNX exercised the first one-year renewal option, however the increase in the not to exceed was inadvertently excluded in the action.

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The FY2025 Approved Operating Budget includes \$270,318 for the purchase of uniforms for Bus Operators, Transportation and Maintenance Supervisors.



# LYNX Board Agenda

## Consent Agenda Item #6.C. iii

**To:** LYNX Board of Directors

**From:** David Burrowes  
Chief Operations Officer  
Aubrey Moses  
Technical Contact

**Phone:** 407.841.2279 ext: 6161

**Item Name:** Authorization to Purchase Thirty (30) 40-Foot Compressed Natural Gas (CNG) Replacement Buses from Gillig LLC for a Not to Exceed Amount of \$27,609,656

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase thirty (30) 40' Low Floor CNG replacement buses from Gillig LLC in a not to exceed amount of \$27,609,656.

### **BACKGROUND:**

LYNX has an active fleet of two hundred ninety-three (293) buses, eighty-nine (89) of which have met their useful life with an average of 626,368 miles per vehicle. This bus purchase is part of LYNX Transit Development Plan (TDP). Upon arrival, some or all the buses identified for replacement will be retired by LYNX. The disposition of the buses will be based on potential service expansion-related fleet increases, and in accordance with Federal Transit Administration (FTA) guidelines.

This purchase is Grant funded utilizing the Federal LoNo Grant LYNX was recently awarded in the amount of \$27,609,656. These replacement buses will be purchased from Gillig, LLC through the State of Florida Heavy Duty Buses Contract, P-23-030.

# LYNX Board Agenda

Fixed Route Revenue Vehicles From the State of Florida Heavy Duty Buses Contract	<b>Quantity</b>	<b>Total</b>
40' Buses with CNG Package	30	\$27,609,656
Major Options Include: Voith Transmission, Amerex Fire Suppression System, Trapeze Mentor (Ranger) ITS System, Driver Protection Shields, Fast Fare Fareboxes and bus disinfecting systems.		
Fixed Route Revenue Vehicle Cost	\$27,609,656	

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

The DBE requirement for the purchase of rolling stock is monitored by the Federal Transit Administration.

## **FISCAL IMPACT:**

This project is fully funded in the amount of \$27,609,656 for up to 30 Replacement CNG Buses. This project is 100% funded through the competitive Federal Lo No Grant.

# LYNX Board Agenda

## Consent Agenda Item #6.C. iv

**To:** LYNX Board of Directors

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

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Award a Contract to GrayRobinson, P.A. for Pension Legal Services for a Not to Exceed Amount of \$300,000

**Date:** 04/24/2025

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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 contract with GrayRobinson, P.A. for Pension Legal Services for a term of three (3) years with two (2) one (1) year renewal options in a not to exceed amount of \$300,000 for the initial three-year term.

### **BACKGROUND:**

There is no statutory authority that requires LYNX to competitively procure legal services. As a multi-county special independent 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 the 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.

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

A DBE participation goal is not applicable for this activity.

# LYNX Board Agenda

## **FISCAL IMPACT:**

The FY2025 Approved Operating Budget includes \$100,000 for Pension Legal Services.

# LYNX Board Agenda

## Consent Agenda Item #6.C. v

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Utilize Project Contingency and Approve Change Order 6 for the Pine Hills Bus Transfer Center in the Amount of \$466,298

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors authorization to utilize project contingency and approve Change Order 6 for changes identified during the construction of the Pine Hills Bus Transfer Center Project necessary to complete the Project and avoid potential delays and additional cost to LYNX Pursuant to Administrative Rule 4 for a not to exceed amount of \$466,298.

### **BACKGROUND:**

The purpose of the Pine Hills Bus Transfer Center is to create a central hub for bus transfers in the Pine Hills community. This project involves the construction of on-site improvements (an administrative building, CCTV, real time information, parking, rain garden, custom bus canopy, eight (8) bus bays and associated infrastructure).

At the April 27, 2023 Board of Director's meeting, staff received authorization to negotiate and award Contract 23-C75 to McCree Design Builders, Inc. in the amount of \$14,786,585.

At the February 21, 2024 Board of Director's meeting, staff was authorized to assign a ten percent (10%) contingency in the amount of \$1,478,658 as provided for in Administrative Rule 4, Project Contingency. Pursuant to the Administrative Rule, the Chief Executive Officer shall have the authority to authorize Change Orders for use of Project Contingency subject to certain requirements.

# LYNX Board Agenda

Previous change orders were issued in an outline in the chart below. The change orders relating to Change Order 6, as these exceed 50 percent contingency, require the approval of the Board of Directors prior to being issued to the contractor. Please note that as part of these change orders (and previous change orders issued) LYNX is pursuing errors and omissions with respect to our design engineer that led to some of the associated change orders. Where this has occurred, it is noted in association with the change order. Currently, the substantial completion date for this project is May 9, 2025.

## Change Orders

-Sewer change orders-Several change orders (PCOs) for this project were associated with the time needed and additional work requested by Orange County Utilities associated with the new sewer being installed. These are represented by PCO 32 for the requested CCTV of an Orange County manhole that our project will be tying into **(\$62,528)** and PCO 33 for the time that we were required to keep the sewer on bypass due to schedule availability for Orange County **(\$8,749)**. LYNX has requested reimbursement from the County for both items. In addition, PCO 41 **(\$47,793)** and PCO 42 **(\$22,623)** are for time associated with our engineer that took beyond what should have been for submittal and approval of correct record drawings for the project. As we require the engineer to be able to provide us with accurate submittals, we are pursuing errors and omissions claims on these two items.

-Other Belco Drive Change Orders-The following PCOS were issued for other items related to Belco Drive. PCO 36 was issued for exploratory hydro excavation to identify the exact location of off-site utilities **(\$10,366)**. PCO 45 was a credit provided for 4 months of exterior light rental **(-\$9,158)**. PCO 54 was issued in relation to a utility conflict due to differing field conditions when connecting a new storm structure to existing piping **(\$3,099)**. PCO 59 was provided to raise existing sanitary manholes to grade to meet site conditions **(\$5,992)**

-Silver Star Change Orders-PCO 39 **(\$5,489)** was required to remove trees to avoid multiple mobilizations by the signalization subcontractor. PCO 61 **(\$31,222)** is due to plans revision 4 changes regarding signalization, which added fiber optics, directional bore and a second mobilization to complete the additional work.

-On-site Change Orders-The following PCOs were requested regarding on-site related items. PCO 37 **(\$13,196)** was added for irrigation well not shown in drawings. PCO 43 **(\$181,984)** represents a change needed to address an error by the engineer on the schedule of values with respect to concrete needed in front of the administrative building. The LYNX team value engineered a solution to reduce this cost. LYNX is pursuing an error and omissions claim against the engineer for this change order. PCO 48 **(\$13,980)** is for specific signs requested by LYNX to identify LYNX staff, bike trail and other parking areas. Also, during a field visit by the LYNX team, a few items were identified and requested to address minor potential future safety and security concerns. Safety requested with PCO 51 a safety railing for a potential tripping hazard near the mechanical area **(\$2,941)**. PCO 52 was requested to install a cover over the outside HVAC equipment to prevent tampering **(\$5,592)**.

# LYNX Board Agenda

-Building Change Orders-Due to some requirements as the project was getting closer to opening, the team identified project needs associated with the building that must be addressed. This included battery backup for the lighting with PCO 44 (\$5,255). To address constructability issues with the drop ceiling, a field change was requested with PCO 38 (\$4,926) to ensure that all the lighting would match from room to room and be mounted flush.

-Bike Trail ADA Revisions-Due to incorrect information provided by the engineer of record, PCO 40 is being requested to address elevation changes needed to meet ADA compliance on the bike trail. This PCO in the amount of \$48,332 is being pursued as an error and omission. Also, PCO 63 (\$1,388) was required to relocate existing unidentified Spectrum equipment within the sidewalk area.

Description	Original Budget	CO #1-CO #5	CO # 6	Revised Total
Belco Drive	\$ 2,706,074.66	\$ 322,450.02	\$ 151,992.21	\$ 3,180,516.89
Silver Star	\$ 614,299.96		\$ 36,711.04	\$ 651,011.00
CCTV	\$ 339,276.60	\$ 44,730.62		\$ 384,007.22
Transfer Center/On-Site	\$ 3,894,690.83	\$ 92,287.61	\$ 217,693.31	\$ 4,204,671.75
Canopy	\$ 3,173,243.38	\$ 94,804.70		\$ 3,268,048.08
Real Time	\$ 84,819.00			\$ 84,819.00
Building	\$ 3,630,180.57	\$ 57,976.05	\$ 10,181.43	\$ 3,698,338.05
Trail	\$ 344,000.00		\$ 49,719.88	\$ 393,719.88
<b>Total Construction Contract</b>	<b>\$ 14,786,585.00</b>	<b>\$ 612,249.00</b>	<b>\$ 466,297.87</b>	<b>\$ 15,865,131.87</b>
Contingency Use (McCree)		\$ (612,249.00)	\$ (466,297.87)	
Contingency Use (WSP)		\$ (99,394.61)		
Contingency Use (Spencer)		\$ (7,000.00)		
<b>Total Contingency Used</b>	<b>\$ 1,478,658.50</b>	<b>\$ (718,643.61)</b>	<b>\$ (466,297.87)</b>	<b>\$ 293,717.02</b>

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

A DBE Contract Goal of 9% was assessed for this procurement. The prime contractor has identified and agreed on a 28% DBE participation. It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts.

## **FISCAL IMPACT:**

Change Order 6 is funded from the contingency, therefore there is no budget change to the original project.

# LYNX Board Agenda

## Consent Agenda Item #6.C. vi

**To:** LYNX Board of Directors

**From:** Tiffany Homler Hawkins  
Chief Executive Officer  
Tiffany Homler Hawkins  
Technical Contact

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Board Confirmation of James D. Boyle Appointment to Serve as LYNX's Chief Development Officer

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Board confirmation of Mr. James D. Boyle as Chief Development Officer (CDO).

### **BACKGROUND:**

In accordance with LYNX's Administrative Rules #2 and #3, the LYNX Chief Executive Officer (CEO) submits Mr. James D. Boyle for the LYNX Board of Directors' confirmation as LYNX's newest Chief Development Officer (CDO). Mr. Boyle has 20 years of experience in transit planning, route restructuring and implementation of new technologies.

Mr. Boyle has served LYNX since May 2022 when he joined as the Director of Planning. His experience with the Federal Transit Administration has been invaluable at moving projects forward at LYNX. Mr. Boyle has been engaging the funding partners to achieve successful solutions not only for LYNX but for transit in the region. Mr. Boyle has been serving in the interim role. Mr. Boyle's performance during this time has been exceptional and I am pleased to recommend his confirmation to the Board.

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

LYNX staff included an appropriate amount for salary, benefits, and other relevant employee expenses in the FY2025 budget.



# LYNX Board Agenda

## Action Item #7.A

**To:** LYNX Board of Directors

**From:** **James Boyle**  
Interim Chief Planning And Development Officer  
**Prahallad Vijayvargiya**  
Technical Contact  
**Kenneth Jamison**  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the SFY2027 Public Transit Service Development Grant Program (SDG) in the Amount of \$2,200,000 and Adoption of Resolution 25-003

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Florida Department of Transportation (FDOT) for the procurement, installation, licensing and support of real-time digital screens at LYNX Central Station and LYNX Transfer Centers (SuperStops) in the amount of \$2,200,000, and adoption of Resolution 25-003.

### **BACKGROUND:**

On March 5, 2025, the Florida Department of Transportation (FDOT), under District Five's Modal Development Office announced its funding solicitation and guidance for eligible operating and capital projects for the State Fiscal Year (SFY) 2026-2027 Public Transit Service Development Program (SDG). Applications must be submitted by May 30, 2025, with funding available by July 1, 2026.

Staff is requesting authorization to submit an application for the procurement, installation, licensing and support of real-time digital screens at LYNX Central Station and LYNX Transfer Centers (SuperStops). The Service Development Program's funding would enable LYNX to acquire and install twenty-four (24) digital screens at LYNX Central Station, and up to eighty-four (84) digital screens at seventeen (17) LYNX Transfer Centers (SuperStops).

# LYNX Board Agenda

The seventeen (17) Transfer Centers (SuperStops) tentatively identified to have real-time digital screens installed are: Apopka SuperStop, Colonial Plaza SuperStop, Destination Parkway SuperStop, Disney Springs Transfer Center, Fern Park SuperStop, Florida Mall, Kissimmee Intermodal Station, Orlando International Airport, Osceola Square Mall, Rosemont SuperStop, Sand Lake SunRail Station, Sanford Seminole Center SuperStop, Universal Studios, University of Central Florida SuperStop, Washington Shores SuperStop, West Oaks Mall SuperStop, and Winter Park Village SuperStop.

The grant cost share is fifty (50) percent with a fifty (50) percent match. The requested budget will be submitted as follows:

FDOT Service Development Funding Request Approximately:	\$1,100,000
Local Match Approximately:	<u>\$1,100,000</u>
Total Project Cost Approximately:	\$2,200,000

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

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

## **CFRTA RESOLUTION NO. 25-003**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A GRANT APPLICATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE STATE FISCAL YEAR 2027 PUBLIC TRANSIT SERVICE DEVELOPMENT GRANT PROGRAM, IN THE AMOUNT OF \$2,200,000 DOLLARS.**

**WHEREAS**, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2023-2032 which has been submitted to FDOT in August 2022. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); and

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

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

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in SFY2027.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit a grant application to the Florida Department of Transportation for the Federal Fiscal Year (FFY) 2026-2027, in the amount of \$2,200,000 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

**CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A GRANT APPLICATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE STATE FISCAL YEAR 2027 PUBLIC TRANSIT SERVICE DEVELOPMENT GRANT PROGRAM, IN THE AMOUNT OF \$2,200,000 DOLLARS.**

**APPROVED AND ADOPTED** this 24<sup>th</sup> day of April 2025 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY

By: Governing Board

\_\_\_\_\_  
Chairman

ATTEST:

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

# LYNX Board Agenda

## Action Item #7.B

**To:** LYNX Board of Directors

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Approval of the FY2025 Amended Operating Budget

**Date:** 04/24/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2025 Adopted Operating Budget.

### **BACKGROUND:**

The proposed Adjustments to the FY2025 Operating Budget will not change the amounts requested from the funding partners.

# LYNX Board Agenda

## FY2025 Operating Budget Amendment

	<b><u>FY2025 APPROVED</u></b>	<b><u>PROPOSED ADJUSTMENTS</u></b>	<b><u>FY2025 PROPOSED AMENDED</u></b>
<b>REVENUE</b>			
Customer Fares	\$ 21,271,417	\$ 1,000,000	\$ 22,271,417
Contract Services	3,878,350	(228,301)	3,650,049
Advertising	2,705,000	-	2,705,000
Interest & Other Income	1,280,000	2,000,000	3,280,000
Federal Revenue	14,618,873	(600,197)	14,018,676
State Revenue	15,475,742	-	15,475,742
Local Revenue	18,563,608	880,106	19,443,714
Local Revenue Funding Partner	106,250,401	-	106,250,401
Use of Budget Stabilization Funds	24,089,552	-	24,089,552
<b>TOTAL REVENUE</b>	<b>\$ <u>208,132,943</u></b>	<b>\$ <u>3,051,608</u></b>	<b>\$ <u>211,184,551</u></b>

### **Explanation of Revenue Changes:**

**Customer Fares** – Revenue has been favorable to budget due to the increased ridership on fixed route and increased trips for paratransit.

**Contract Services** – The adjustment due to the decrease in the Transportation Disadvantaged Grant funding.

**Interest & Other Income** – Interest Income is projected to increase as federal interest rates continue to remain steady.

**Federal Revenue** – Federal Revenue is adjusted to correct the award for Federal 5311 grant on rural fixed route service.

**Local Revenue** – The increase in local revenue is to add the new agreement with Shingle Creek service starting in April and the amendment to the Orange County ATSP agreement for the new services added in December.

# LYNX Board Agenda

	<u>FY2025 APPROVED</u>	<u>PROPOSED ADJUSTMENTS</u>	<u>FY2025 PROPOSED AMENDED</u>
<b>EXPENSE</b>			
Salaries, Wages & Fringe Benefits	\$ 123,294,100	\$ -	\$ 123,294,100
Other Services	15,090,016	(2,000,000)	13,090,016
Fuel	14,087,408	(500,000)	13,587,408
Materials and Supplies	10,535,051	-	10,535,051
Utilities	2,229,634	-	2,229,634
Casualty & Liability	4,927,301	-	4,927,301
Taxes and Licenses	642,086	-	642,086
Purchased Transportation Services	34,166,500	4,551,608	38,718,108
Leases & Miscellaneous	2,706,857	(863,942)	1,842,915
GASB 87 Lease Expense	378,638	-	378,638
GASB 96 Software Expense	-	1,863,942	1,863,942
Interest	75,352	-	75,352
<b>TOTAL EXPENSE</b>	<b>\$ 208,132,943</b>	<b>\$ 3,051,608</b>	<b>\$ 211,184,551</b>

## Explanation of Expense Changes:

**Other Services** – The adjustment is related to a reduction for projects that will not be initiated this year, as well as a reclassification related to the GASB96 pronouncement for Software As A Service (SAAS).

**Fuel** – the adjustment is to reflect current fuel pricing.

**Purchased transportation** – Increase purchased transportation which is attributable to the continued trip growth and the increase in the cost per trip per the contract amendment in July, 2024.

**Leases & Miscellaneous, GASB 96 expense** – Reclassification and recognition for the new GASB96 pronouncement for SAAS. This includes the cost of implementing the new ERP system and licensing for the ERP and Microsoft Office 365.

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

## FISCAL IMPACT:

The Amended FY2025 Operating Budget has been balanced from offsetting adjustments in other categories.

# LYNX Board Agenda

## Information Item A

**To:** LYNX Board of Directors

**From:** John Burkholder  
Director Of Risk Management And Safety  
John Burkholder  
Technical Contact

**Phone:** 407.841.2279 ext: 6167

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

**Date:** 04/24/2025

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### LYNX Liability Claim Settlements March 1-31, 2025

Claimant Name	Accident Date	Type	Amount	Date of Check
Bershtein, Bershtein and Bershtein PC trust account f/b/o Jennifer Jeter	7/30/2024	BI	\$ 14,500.00	3/7/2025
Bershtein, Bershtein and Bershtein PC trust account f/b/o Janiyah Tolson a minor child	7/30/2024	BI	\$ 10,000.00	3/7/2025
Robert J. Horst, Trust Account fbo Dallas Fluellen, a minor	5/17/2022	BI	\$ 1,800.00	3/7/2025
Robert J. Horst, Trust Account fbo Jamari Fluellen, a minor	5/17/2022	BI	\$ 1,800.00	3/7/2025
Standard Fire Insurance Co (Renee Bennett	12/15/2023	PD	\$ 1,701.04	3/7/2025
USAA as subrogee of Genes Noel	11/8/2024	PD	\$ 5,208.88	3/7/2025
Stephanie Floyd	7/25/2024	BI	\$ 8,800.00	3/7/2025
The Pendas Law Firm fbo Nancy L. Christian	7/11/2021	BI	\$ 15,000.00	3/7/2025
Dan Newlin PA. fbo Dorpatty Badri	1/23/2024	BI	\$ 28,000.00	3/7/2025
Bryan McCormick	10/4/2024	PD	\$ 195.00	3/14/2025
Nancy Lundy Saint Previl	10/26/2024	PD	\$ 1,370.21	3/14/2025
James Richard Murnane	11/30/2024	PD	\$ 15,924.35	3/14/2025
CSM in trust for United Services Automobile Assoc (Allen Davis )	12/31/2024	PD	\$ 1,442.94	3/14/2025
Progressive as Subrogee of Francis Ashie	8/30/2024	PD	\$ 3,731.81	3/24/2025
Ryan Smith and Kelsey Smith	2/9/2025	PD	\$ 2,058.83	3/24/2025



# LYNX Board Agenda

Aaron Walker	11/12/2024	PD	\$ 8,061.71	3/24/2025
Paverscape Inc	2/18/2025	PD	\$ 2,575.55	3/24/2025
SubroIQ (fboHolman Enterprises )	1/18/2024	PD	\$ 2,068.68	3/24/2025
OUC	12/11/2024	PD	\$ 2,686.58	3/24/2025
Kirschner & Konicek fbo Natacha Celstin	11/18/2019	BI	\$ 45,000.00	3/24/2025
Progressive American Insurance Company as Subrogee of Reginald Ledain	12/13/2025	PD	\$ 640.00	3/28/2025
School Board of Osceola County	9/4/2024	PD	\$ 5,869.56	3/24/2025

# 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:** 04/24/2025

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

1. Innovative Cloud Solutions



## Sole Source Justification

**DATE:** March 11, 2025

**REQUESTED BY:** Tony DeGuzman, Comptroller

**SUBJECT:** Innovative Cloud Solutions – Microsoft Dynamics GP Annual Support


**BACKGROUND:** Lynx no longer uses Microsoft Great Plains Dynamics for the financial and reporting system. However, the software is still needed as we transition to the new ERP, ORACLE. It will be utilized in the implementation of the new ERP and to access historical data.

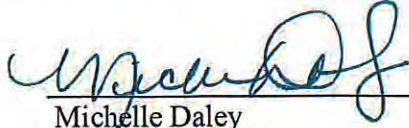
This software includes SmartList Builder, Workplace, Mekorma MICR check printing, and the eOne Extender module. In February 2015 LYNX changed its Microsoft Dynamics World Wide Reseller to Innovative Cloud Solutions., who is now Innovative Cloud Solutions

**SOLE SOURCE JUSTIFICATION:** Innovative Cloud Solutions is LYNX's named reseller and partner for maintenance and support for the Great Plains Dynamics software, SmartList Builder software, Workplace, Mekorma MICR check printing and the eOne Extender module. Paramount only resells service and support for Workplace, through the company that is listed with Paramount as the reseller. The pricing is the same regardless of the reseller used.

**COST/PRICE ANALYSIS:** Current Price is a reduced level of service and is \$24,494. Last year's price for the higher level of service was \$32,465. As indicated by the IT department the costs are reasonable given the circumstances.

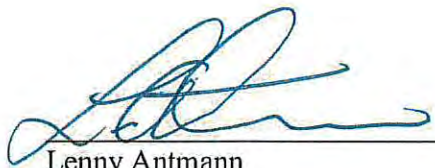
According to IT, Key2 Act Support will be invoiced separately.

  
\_\_\_\_\_  
Tony DeGuzman  
Comptroller

  
\_\_\_\_\_  
Michelle Daley  
Director of Finance

March 3, 25  
Date:

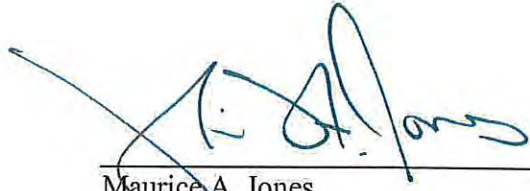
3/11/25  
Date



Lenny Antmann  
CFO

Date:

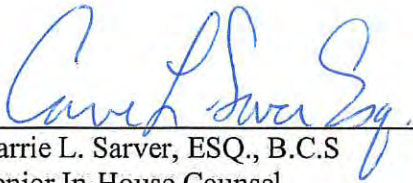
3/17/25



Maurice A. Jones  
Director of Procurement and DBE  
Liaison Officer

Date

3/27/2025



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

Date:

4/2/25



Tiffany Homler Hawkins  
Chief Executive Officer

Date:

4/2/25

# 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 2025

**Date:** 04/24/2025

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### LYNX Press Releases | Media Notes: March 2025

March 21	LYNX March Board of Directors and Oversight Committee Meeting Information
March 27	LYNX Announces April 2025 Service Changes

### LYNX Social Media – March 2025

March 1	<a href="#">Service detour for Monster Jam.</a> <a href="#">Women's History Month.</a>
March 2	<a href="#">April service change information sessions.</a>
March 3	<a href="#">Sunshine State birthday</a> <a href="#">April service change information sessions.</a>
March 4	<a href="#">Spring Forward</a> <a href="#">April service change information sessions.</a>
March 5	<a href="#">April service change information sessions.</a>
March 6	<a href="#">April service change public hearing and workshop.</a> <a href="#">Link 37 will serve the Administrative Building at Epic Universe.</a>
March 7	<a href="#">Employee Appreciation Day.</a>
March 8	<a href="#">International Women's Day.</a> <a href="#">Daylight saving time.</a>
March 9	<a href="#">Link 37 will serve the Administrative Building at Epic Universe.</a>
March 10	<a href="#">We're hiring bus operators.</a>

# LYNX Board Agenda

March 11	<a href="#">Bus destination sign.</a>
March 12	<a href="#">Orange County Accelerated Transportation Safety Program.</a> <a href="#">Bike to Work Day is on March 24.</a>
March 13	<a href="#">April service change proposal.</a>
March 14	<a href="#">Employee appreciation for two and three decades of service.</a>
March 15	<a href="#">LYNX Youth and Advantage programs.</a>
March 16	<a href="#">Step on, relax and let your journey begin.</a>
March 17	<a href="#">St. Patrick's Day.</a>
March 18	<a href="#">Transit Employee Appreciation Day.</a>
March 19	<a href="#">Enjoy your ride.</a>
March 20	<a href="#">First Day of Spring.</a>
March 21	<a href="#">April service change proposal.</a> <a href="#">Oversight Committee and Board of Directors meetings.</a> <a href="#">Repost: 407 Day.</a>
March 22	<a href="#">Service to ICON Park.</a>
March 23	<a href="#">Check our maps and schedules to plan your trip ahead of time.</a>
March 24	<a href="#">Bus lifts in our maintenance facility.</a>
March 25	<a href="#">April service change proposal.</a> <a href="#">Repost: 407 Day.</a>
March 26	<a href="#">Link 350 service.</a> <a href="#">Bike to Work Day is this Friday.</a>
March 27	<a href="#">Oversight and Board of Directors meetings.</a> <a href="#">Orange County Accelerated Transportation Safety Program.</a> <a href="#">April 20 service change.</a> <a href="#">Repost: Travel to Orlando Airport from Sand Lake SunRail with a free LYNX transfer.</a>
March 28	<a href="#">Happy Bike to Work Day.</a> <a href="#">We pedaled our way to the office today for Orlando's 24th Annual Bike to Work Day!</a>
March 29	<a href="#">Tap to Pay.</a>
March 30	<a href="#">Happy Sunday greetings from LYNX Central Station!</a>
March 31	<a href="#">New maps and schedules for the April 20 service change.</a> <a href="#">Repost: Great tip for anyone looking for a budget-friendly ride to Disney Springs.</a>

# LYNX Board Agenda

Social Media Usage	March 2025
Total Facebook Posts	43
Facebook Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.	1K Reactions, 207 Comments, 94 Shares
Facebook Post Impressions: The number of times posts appeared on someone's screen.	61 K
Total Tweets	44
Twitter X Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes	28 Likes, 1156 Retweets, 6 Replies
Twitter X Post Impressions: The number of times posts appeared on someone's screen.	6.8K
Website Usage	March 2025
Total Pageviews	323K
Total User Visits	215K

## Commuter Vanpool Program – March 2025

Vanpool	March 2025
Vanpool Participants	442*
Total Revenue Miles	187,000*
New Vanpool	4
Returned Vanpools	0
Current Vans at Service	121
Pending Interests	Lake Baldwin VA
Events	None

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

# LYNX Board Agenda

Advertising Sales – March 2025

Advertising Sales Revenue	March	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$460,597.12	\$276,358.27	\$2,492,260.03	\$1,495,356.02



# 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 2025

**Date:** 04/24/2025

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Please find attached the preliminary monthly financial report for the Fourth month ending January 31, 2025.

## CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX

## Statement of Revenue and Expenses

For the four months ending January 31, 2025

(Unaudited)

	As of January 31, 2025		% of Actual Compared to Budget
	Budget	Actual	
<b>REVENUES:</b>			
Customer fares	\$ 7,106,713.07	\$ 7,305,023.20	103%
Contract services	1,139,201.02	1,105,967.72	97%
Advertising	885,000.00	885,000.01	100%
Interest and Other Income	428,080.00	1,986,745.96	464%
Federal Revenue	4,872,957.76	3,853,388.90	79%
State Revenue	5,158,580.64	2,141,335.24	42%
Local Revenue	6,332,775.00	5,778,768.50	91%
Local Revenue Funding Partner	35,545,364.75	36,160,250.04	102%
<b>TOTAL REVENUE</b>	<b>61,468,672.24</b>	<b>59,216,479.57</b>	<b>96%</b>
<b>EXPENSES:</b>			
Salaries, Wages & Fringe Benefits	41,098,041.81	43,744,862.68	106%
Other services	5,909,497.20	3,065,585.54	52%
Fuel Expense	4,695,802.64	4,628,076.09	99%
Materials and supplies	3,546,544.40	2,994,321.68	84%
Utilities	747,252.40	422,343.28	57%
Casualty & Liability	1,648,820.00	1,974,890.96	120%
Taxes and licenses	238,822.56	246,393.31	103%
Purchased transportation services	11,275,460.00	3,820,622.10	34%
Leases & Miscellaneous	1,107,790.78	737,772.27	67%
Interest Expense	18,838.00	6,279.34	33%
<b>TOTAL EXPENSES</b>	<b>70,286,869.79</b>	<b>61,641,147.25</b>	<b>88%</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (8,818,197.55)</b>	<b>\$ (2,424,667.68)</b>	<b>27%</b>

# LYNX Board Agenda

## Monthly Report C

**To:** LYNX Board of Directors

**From:** Norman Hickling  
Director Of Mobility Services  
Selita Stubbs  
Technical Contact

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Paratransit Monthly Report - March 2025

**Date:** 04/24/2025

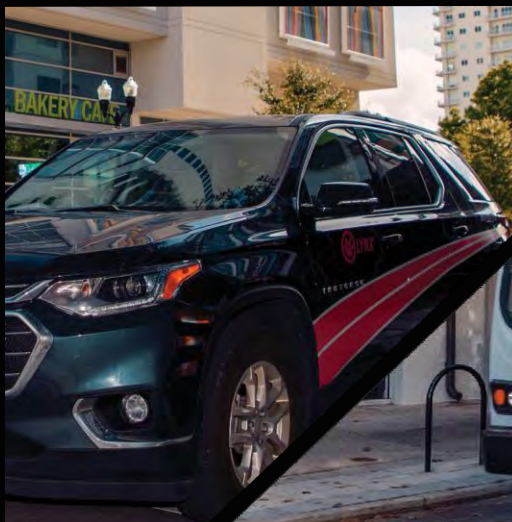
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Please find attached the monthly report for Paratransit Services – March 2025.





## ACCESS LYNX Paratransit Monthly Report



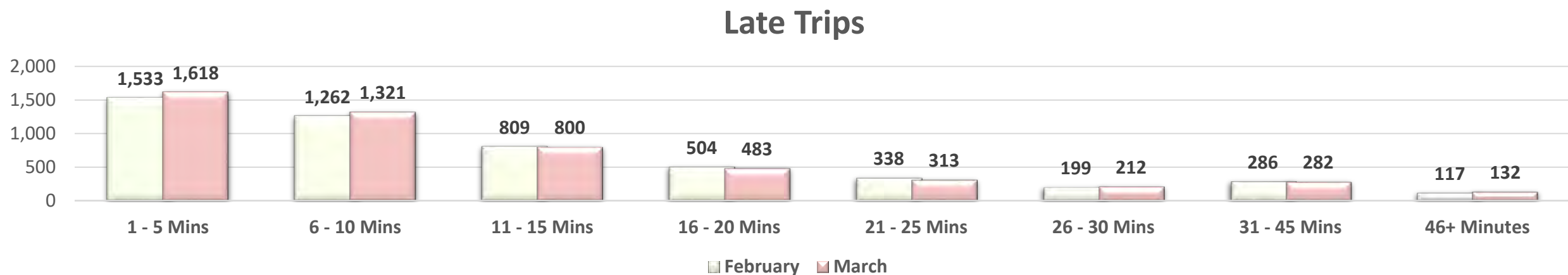
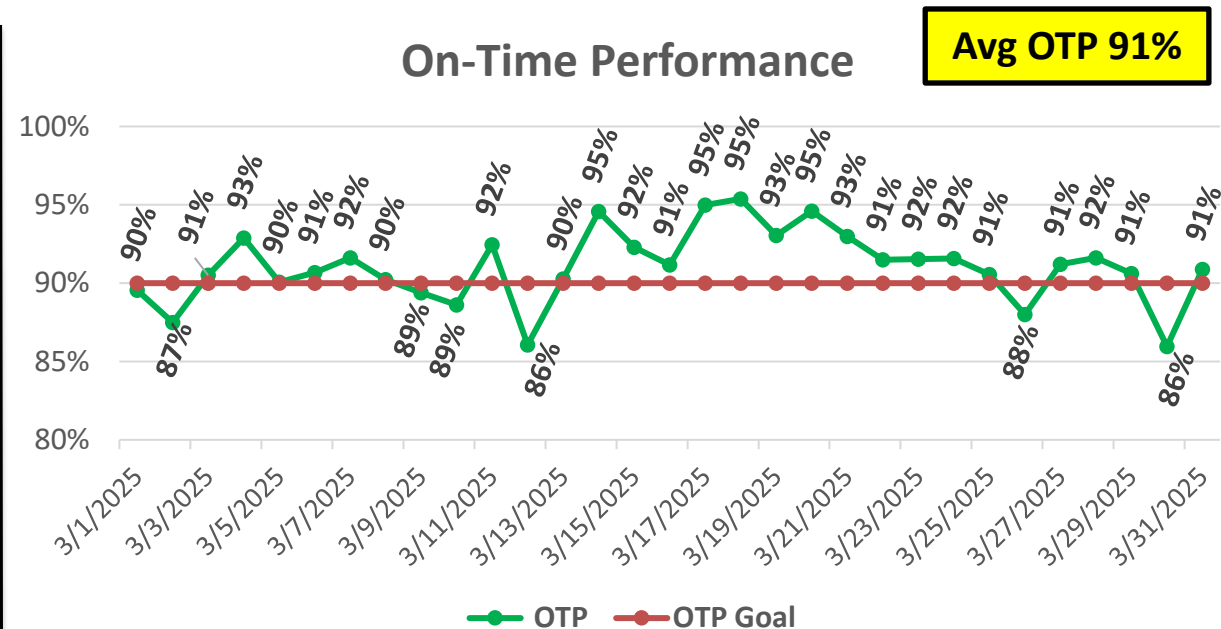
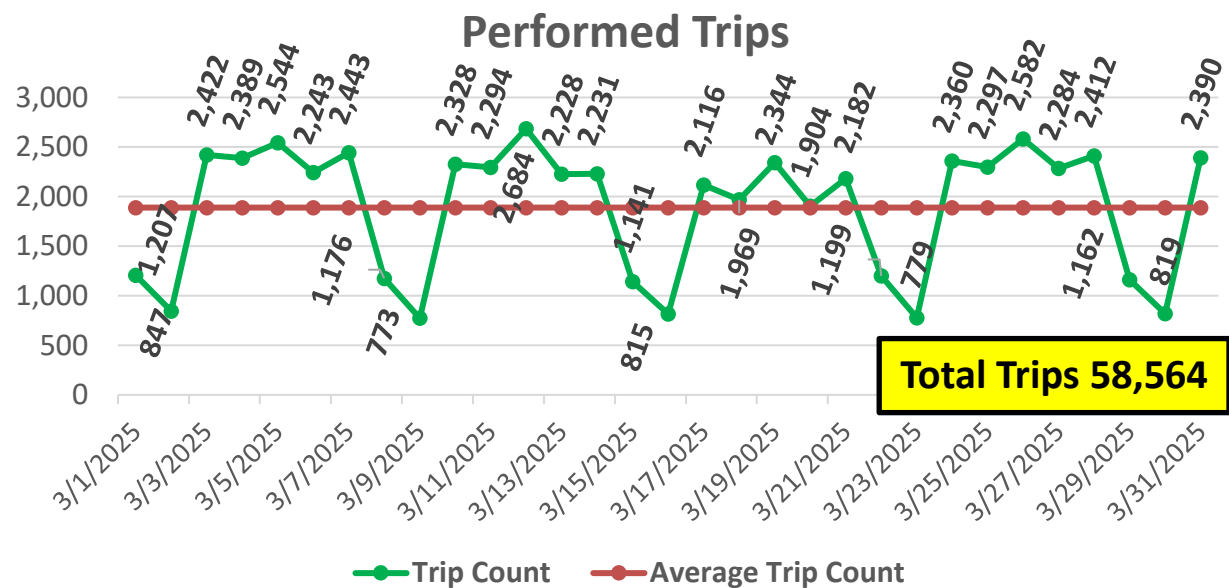


# Overview



- **Paratransit Performance:**
  - Month of March 2025
  - FY25 Year to Date
- **Paratransit Fleet Status**
- **Paratransit Fleet Metrics**
- **Paratransit Business Practices**
  - Key Areas of Focus
- **Summary**

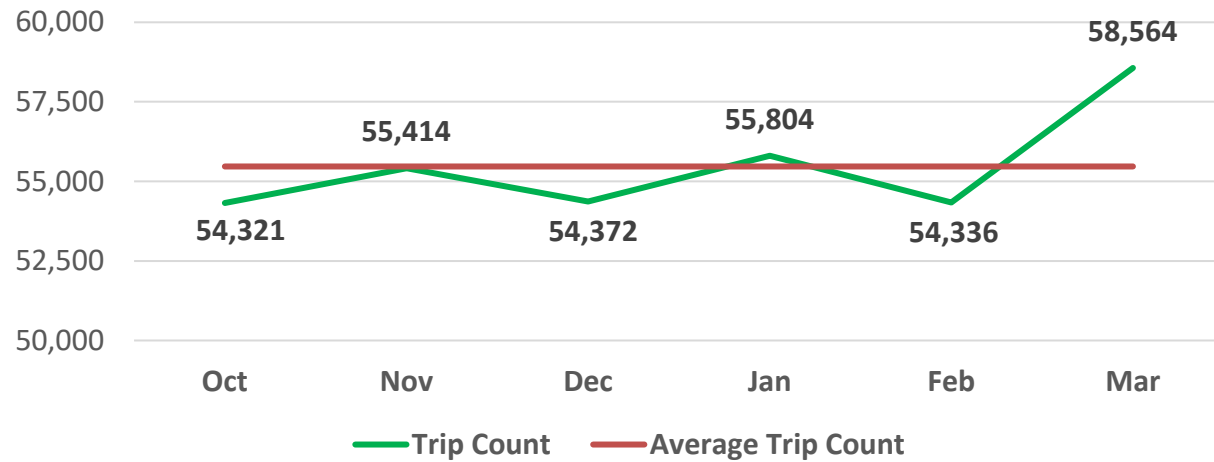
# Performance – March 2025



## Performance – FY 25

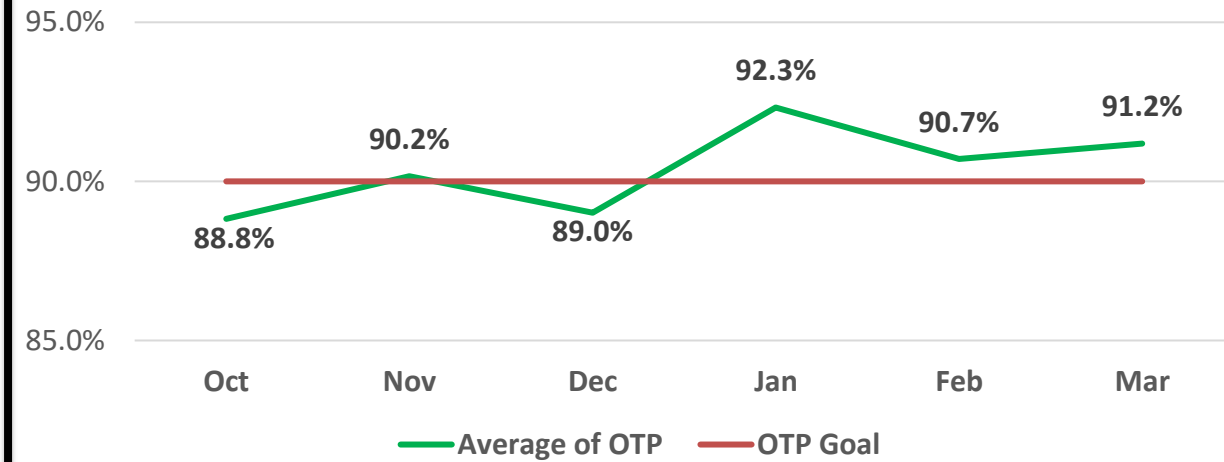
**Total Trips 332,811**

### Performed Trips

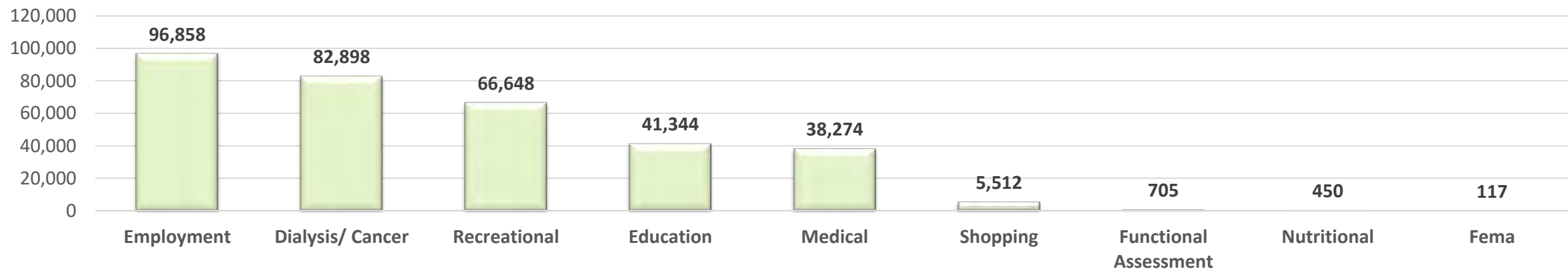


**Avg OTP 90%**

### On-Time Performance



### Trip Count by Purpose



# Paratransit Fleet

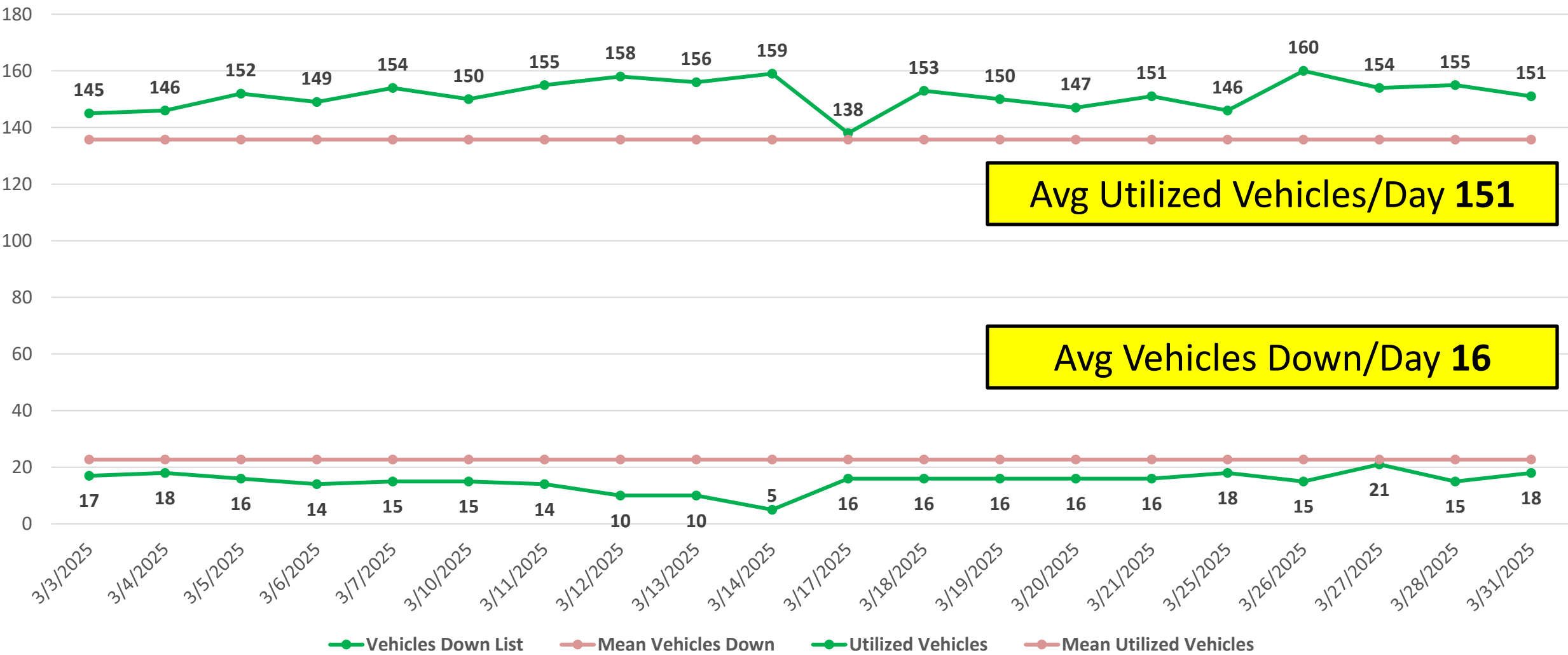


- **Maintenance Program**
  - “Vehicle Down List” showing dramatic improvements
- **New Vehicle replacement in process:**
  - 85 new vehicle ordered
  - 43 new vehicles in service
  - Vehicles having met useful life are being removed from fleet



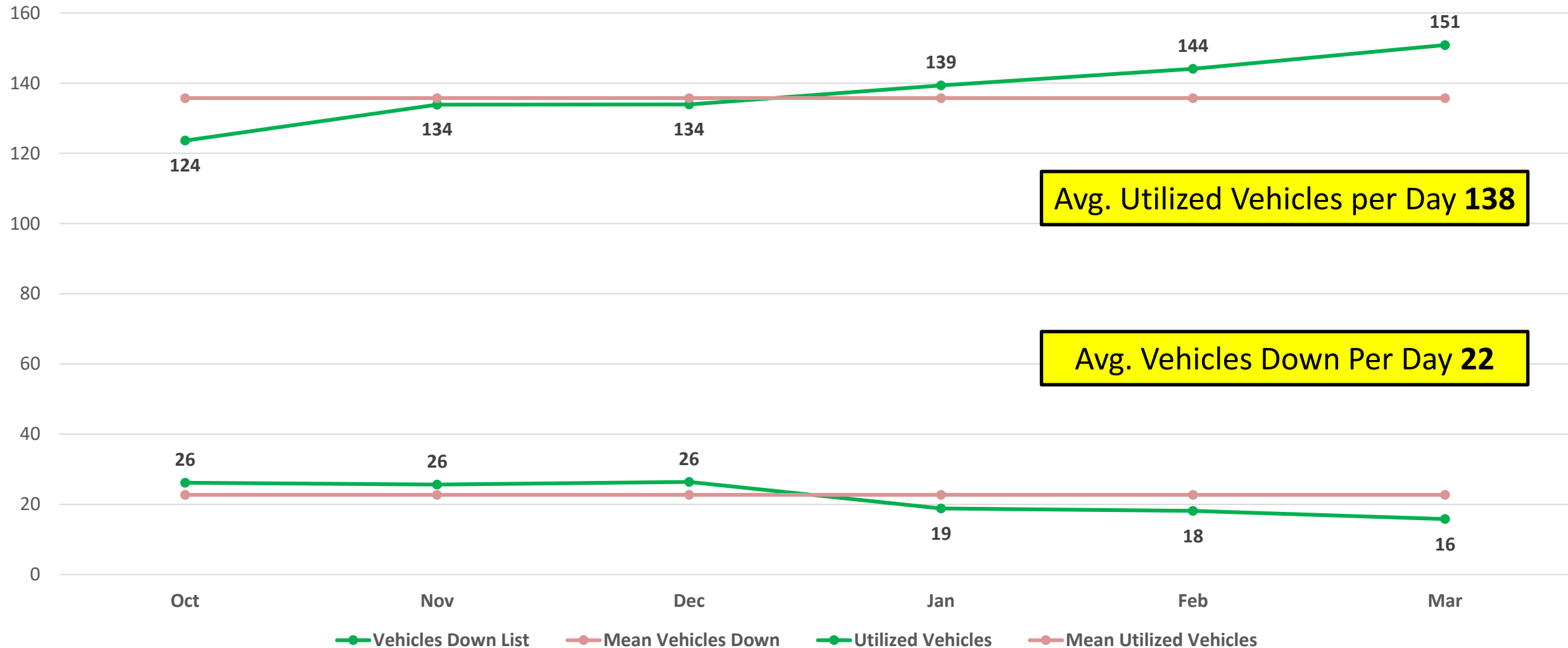
# Paratransit Fleet- February 2025

Daily Utilized Vehicles vs. Daily Vehicles Down



# Fleet Status – FY 25

## Monthly Utilized Vehicles vs. Monthly Vehicles Down



## KEY AREAS OF FOCUS



- **Extensive contract oversight and compliance**
  - Quarterly Inspections identifying areas of need corrective action
    - Sub-Contractor operations and oversight
    - Independent contractors/operators' compliance
- **Costs Containment strategies**
- **Trip scheduling and routing**
  - Reviewing causes and corrective actions for “Missed Trips”
- **Reconciliation and Reporting business practices**
  - Documentation and trip accounting

# Summary

- **Stabilized vehicle maintenance issues**
- **Upgrade to paratransit vehicle fleet supporting positive service performance**
- **Challenges of trip demand**
  - Consistently providing 54,000+ monthly trips
  - On-time performance management
  - Trip routing and scheduling
  - Missed trip analysis
- **Oversite of contractor business practices**
  - Timeliness and accuracy of records
  - Invoice submittal
  - Monthly reconciliation processing





Close



# LYNX Board Agenda

## Monthly Report D

**To:** LYNX Board of Directors

**From:** James Boyle  
Interim Chief Planning And Development Officer  
Bruce Detweiler  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Ridership Report - February 2025

**Date:** 04/24/2025

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The attached monthly Performance Report includes February 2025 Year-To-Date figures for ridership and other performance indicators. Total ridership for February 2025 was 1,759,837. This is a 6.9% increase from February 2024. On-Time Performance for Fiscal Year-To-Date 2025 is 64%.

- LYNX overall ridership increased by 114.1K, or 6.9%, compared to February 2024. Year-to-date ridership for FY-25 (8,460,570) increased 4.6% compared to FY-24 (8,087,107).
- LYMMO ridership increased by 9.9K, or 29.1%, compared to February 2024. Year-to-date ridership for FY-25 (237,422) increased 38.2% compared to FY-24 (171,822).
- Fixed Route ridership increased by 99.8K, or 6.6%, compared to February 2024. Year-to-date ridership for FY-25 (7,742,034) increased by 3.7% compared to FY-24 (7,463,078).
- NeighborLink ridership increased by 2.0K, or 24.3%, compared to February 2024. Year-to-date ridership for FY-25 (48,857) increased 25.2% compared to FY-24 (39,028).
- ACCESS LYNX ridership increased by 3.2K, or 5.6%, compared to February 2024. Year-to-date ridership for FY-25 (305,829) increased 5.7% compared to FY-24 (289,456).
- Vanpool ridership decreased by 0.2K, or 0.9%, compared to February 2024. Year-to-date ridership for FY-25 (117,264) increased by 8.9% compared to FY-24 (107,643).

There was special event ridership of 5,168 in February 2025.



## February 2025 Service Performance Report

### RIDERSHIP

Total Ridership by Mode						
	Feb-24	Feb-25	% Δ	YTD-24	YTD-25	% Δ
LYMMO	34,117	44,047	29.1%	171,822	237,422	38.2%
Fixed Route	1,516,805	1,616,581	6.6%	7,463,078	7,742,034	3.7%
NeighborLink	8,370	10,408	24.3%	39,028	48,857	25.2%
ACCESS LYNX	57,361	60,576	5.6%	289,456	305,829	5.7%
Vanpool	23,267	23,057	-0.9%	107,643	117,264	8.9%
Special Events	5,777	5,168	-10.5%	16,080	9,164	-43.0%
<b>SYSTEM TOTAL</b>	<b>1,645,697</b>	<b>1,759,837</b>	<b>6.9%</b>	<b>8,087,107</b>	<b>8,460,570</b>	<b>4.6%</b>

<b>February-24</b>	21 Weekdays	4 Saturdays	4 Sundays
<b>February-25</b>	20 Weekdays	4 Saturdays	4 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Feb-24	Feb-25	% Δ	Feb-24	Feb-25	% Δ	Feb-24	Feb-25	% Δ
LYMMO	1,356	1,849	36.4%	571	915	60.2%	840	851	1.3%
Fixed Route	59,904	65,088	8.7%	38,628	45,273	17.2%	26,080	33,431	28.2%
NeighborLink	363	467	28.7%	191	266	39.3%	-	-	-
ACCESS LYNX	2,347	2,573	9.6%	1,219	1,318	8.1%	801	960	19.9%
Vanpool	497	559	12.5%	127	84	-33.9%	75	47	-37.3%
<b>SYSTEM TOTAL</b>	<b>64,467</b>	<b>70,536</b>	<b>9.4%</b>	<b>40,736</b>	<b>47,856</b>	<b>17.5%</b>	<b>27,796</b>	<b>35,289</b>	<b>27.0%</b>

LYNX ridership increased by about 114.1K, or 6.9%, compared to February 2024.

**LYMMO** ridership increased by about 9.9K, or 29.1%, compared to February 2024. Compared to February 2024, average weekday ridership increased by 36.4%. Average Saturday and Average Sunday ridership increased by 60.2% and 1.3% respectively. With the December 2024 service change, LYMMO Lime was discontinued on Saturday and Sunday as well as frequency reductions made on all LYMMO routes.

**Fixed Route** ridership increased by about 99.8K, or 6.6%, compared to February 2024. Average Weekday, average Saturday, and average Sunday ridership increased by 8.7%, 17.2%, and 28.2% respectively compared to February 2024. Fixed Route ridership continues to grow overall showing the same upward trend seen in previous years. Reduced ridership during Hurricane Milton continues to have an impact on the YTD ridership comparison.

**NeighborLink** ridership increased by about 2.0K, or 24.3%, compared to February 2024. NeighborLink ridership saw a 28.7% increase in average weekday ridership and a 39.3% increase in average Saturday ridership.

**ACCESS LYNX** ridership increased by about 3.2K, or 5.6%, compared to February 2024. Ridership showed a 9.6% increase to average weekday ridership with an increase of 8.1% ridership on Saturdays and an increase of 19.9% on Sundays.

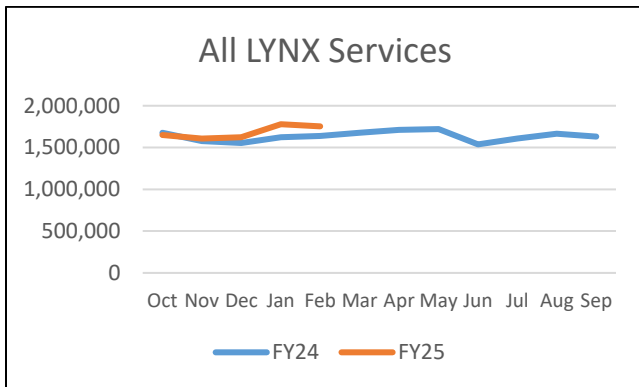
**Vanpool** ridership decreased by about 0.2K, or 0.9%, compared to February 2024.

\*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.33/gallon in February 2024 and \$3.25/gallon in February 2025. Historically, high gas prices can result in increased public transit ridership.

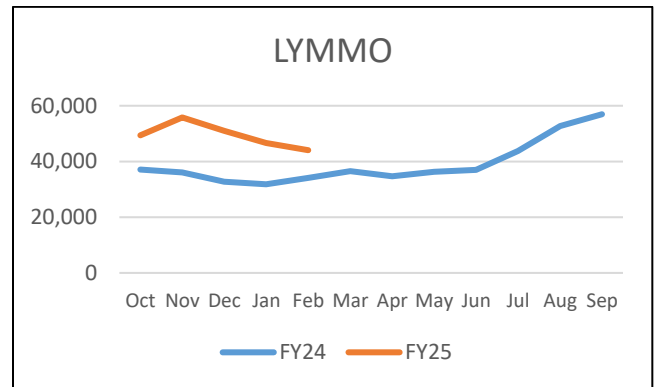


## February 2025 Service Performance Report

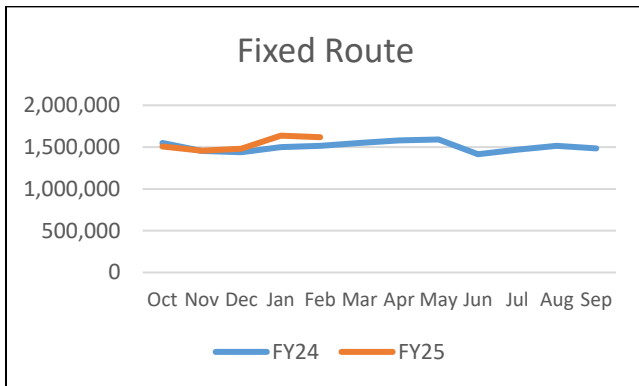
### MONTHLY RIDERSHIP TRENDS BY MODE



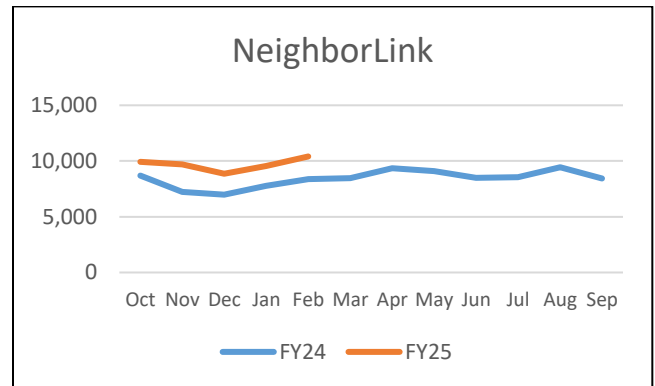
Year-to-Date Fiscal Year 2025 LYNX system-wide ridership has increased by 4.6% compared to Fiscal Year 2024.



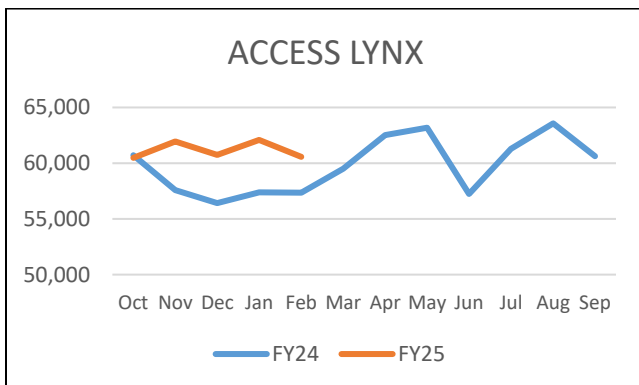
Year-to-Date Fiscal Year 2025 LYMMO ridership has increased by 38.2% compared to Fiscal Year 2024.



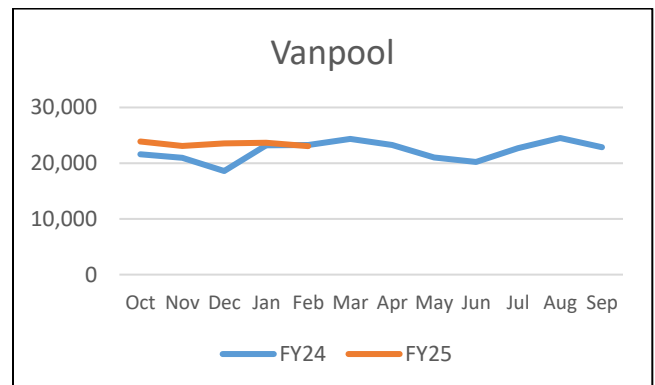
Year-to-Date Fiscal Year 2025 Fixed Route ridership has increased by 3.7% compared to Fiscal Year 2024.



Year-to-Date Fiscal Year 2025 NeighborLink ridership has increased by 25.2% compared to Fiscal Year 2024.



Year-to-Date Fiscal Year 2025 ACCESS LYNX ridership has increased by 5.7% compared to Fiscal Year 2024.



Year-to-Date Fiscal Year 2025 Vanpool ridership has increased by 8.9% compared to Fiscal Year 2024.





## February 2025 Service Performance Report

### FIXED ROUTE AND LYMMO MONTHLY PERFORMANCE DATA

Fixed Route - Modal Performance Data - Fiscal Year 2025								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	1,506,073	17	64%	3	95,295	94%	214	93%
Nov	1,456,595	16	62%	2	90,025	98%	217	97%
Dec	1,479,285	16	63%	7	91,864	99%	210	93%
Jan	1,636,889	18	66%	4	93,009	99%	210	98%
Feb	1,616,581	19	63%	4	84,484	99%	215	100%
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	7,695,423	17	64%	20	454,677	98%	213	96%
LYMMO - Modal Performance Data - Fiscal Year 2025								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	49,349	7	62%	0	7,235	91%	1	100%
Nov	55,797	8	64%	0	6,760	98%	1	100%
Dec	50,936	10	66%	0	5,293	99%	1	100%
Jan	46,611	10	69%	0	4,848	98%	1	100%
Feb	44,047	10	69%	0	4,388	99%	1	100%
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	246,740	9	66%	0	28,524	97%	1	100%



## February 2025 Service Performance Report

### NEIGHBORLINK AND ACCESS LYNX MONTHLY PERFORMANCE DATA

NeighborLink - Modal Performance Data - Fiscal Year 2025						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	9,935	100%	100%	0	15	100%
Nov	9,688	100%	100%	1	16	89%
Dec	8,860	100%	100%	0	14	90%
Jan	9,566	100%	100%	0	14	100%
Feb	10,408	100%	100%	0	13	100%
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	48,457	100%	100%	1	14	96%

ACCESS LYNX - Modal Performance Data - Fiscal Year 2025						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	60,477	89%	99%	2	147	31%
Nov	61,951	90%	99%	1	158	40%
Dec	60,740	90%	99%	1	158	30%
Jan	62,085	92%	100%	1	164	25%
Feb	60,576	91%	100%	2	166	25%
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	305,829	90%	99%	7	159	30%



## February 2025 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** – Refers to the level of success of the service operating according to the published schedule (LYNX defines a bus as on-time if it falls within 0 minutes early to five (5) minutes late of the published schedule).

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

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

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

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

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

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

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

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

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