

LYNX Board Agenda

Meeting Date: 4/28/2022
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 3.24.22 Pg 3

3. Public Comments

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

4. Chief Executive Officer's Report


5. Oversight Committee Report

6. Consent Agenda



A. Invitation for Bid (IFB)




- i.  Authorization to Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor Pg 8
- ii.  Authorization to Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center Pg 10
- iii.  Authorization to Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion Pg 12
- iv.  Authorization to Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B Pg 13
- v.  Authorization to Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center Pg 15

B. Award Contracts


- i.  Authorization to Negotiate and Award a Contract to Widener-Burrows & Associates, Inc. for a System-Wide Passenger Survey Pg 17

C. Miscellaneous


- i.  Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training Pg 19
- ii.  Board Ratification of a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Ten (10) Fixed Route CNG Buses Pg 21

- iii.  Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies Pg 23
- iv.  Authorization to Enter into a Sole Source Agreement by Amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc. Pg 25
- v.  Authorization to Conditionally Waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement Related to Continuing Performance Bond Requirement Pg 27

7. Action Agenda






- A.  Approval to Amend the FY2022 Operating Budget Pg 29

8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 32

9. Other Business

10. Monthly Reports

- A.  Communications Report - March 2022 Pg 33
- B.  Monthly Financial Report - January 2022 Pg 40
 - Attachments 
- C.  Ridership Report for February 2022 Pg 42
 - Attachments 

11. Adjourned

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

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

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

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

DATE: March 24, 2022

TIME: 1:00 p.m.

Members in Attendance:

Jerry Demings, Mayor, Orange County, Chair

Viviana Janer, Commissioner, Osceola County BoCC, Vice-Chair

Buddy Dyer, Mayor, City of Orlando

Andria Herr, Commissioner, Seminole County BoCC

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

1. Call to Order

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

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

2. Approval of Minutes

Commissioner Janer moved to approve the Board of Directors meeting minutes of February 24, 2022. Mayor Dyer seconded. The minutes were unanimously approved as presented.

3. Recognition

Mayor Demings recognized Commissioner Constantine for his years of dedicated service to LYNX. Commissioner Constantine thanked each Board member and LYNX staff.

4. Public Comments

Joanne Counelis – Lake Mary, FL

Ms. Counelis would like to see twenty-four hour a day, seven days a week bus service.

Jeannette Gunn – Orlando, FL

Ms. Gun would like a bus stop closer to her complex for bus route #319.

Felix Perez – Via LYNX Website

Mr. Perez would like a bus stop in front of the library at 12050 E. Colonial Dr.

5. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer, expressed his gratitude to the LYNX staff for their efforts over the last few months,

Ridership continues the upward trend. As gas prices rise, ridership is increasing. Ridership has increased almost twenty percent from December 2020 to December 2021.

This month is dedicated as an awareness campaign as March is Procurement Month. Maurice Jones, Procurement Manager was recognized for the exemplary work by him and his team.

Two buses were unveiled on March 9 in support of the Special Olympics in June.

LYNX staff will participate tomorrow in the City of Orlando's Bike to Work Day led by Mayor Dyer.

LYNX Funding Partner Softball game will be held on Saturday, March 26 in Altamonte Springs.

6. 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 February 24, 2022, Oversight meeting.

Lenny Antmann, Chief Financial Officer, gave a report on the Finance & Audit Committee. The Finance Committee recommends approval of all Consent Agenda items.

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

The Oversight Committee received detailed presentations on the Annual Comprehensive Financial Report and the upcoming April Service Changes.

7. Consent Agenda:

Chair Demings 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.vii. Mr. Harrison stated that he recommends the entire Consent Agenda for approval.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) to Procure Legal Services for Risk Management
- ii. Authorization to Release a Request for Proposal (RFP) for NeighborLink Services

B. Invitation for bid (IFB)

- i. Authorization to Release an Invitation for Bid (IFB) for the Provision of Transit Bus Remanufactured Transmissions
- C. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Style Transit Shelters
 - ii. Authorization to Negotiate and Award a Contract to Kimley-Horn and Associates for the Transit Development Plan (TDP) Major Update
- D. Miscellaneous
 - i. Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for First Party Property Insurance
 - ii. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
 - iii. Authorization to Write Off Assets Pursuant to the September 30, 2021 Physical Inventory Count and Reconciliation
 - iv. Authorization to Submit a Grant Application to the Florida Department of Environmental Protection (DEP) Under the Electric Transit Bus Project
 - v. Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies
 - vi. Authorization to Enter into the Third Amended and Restated Operations Agreement for the LYMMO Services with the City of Orlando
 - vii. Authorization to Declare March as Procurement Month

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

8. Action Agenda

- A. Authorization to Approve FY2021 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Chair Demings recognized Lenny Antmann, Chief Financial Officer. Mr. Antmann stated according to Florida statute a third-party audit firm must audit the financials annually. Mr. Antmann introduced Joel Knopp from MSL CPAs & Advisors to make the presentation.

Mr. Knopp stated that there were no significant findings, no corrected or uncorrected misstatements, and no new accounting standards were implemented. An unmodified opinion was issued.

Commissioner Janer made a motion to Approve FY2021 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program. Seconded by Commissioner Herr. Motion passed unanimously.

B. Authorization to Implement April 24, 2022 Service Changes

Chair Demings recognized Bruce Detweiler, Interim Planning Director to make the presentation. Mr. Detweiler stated that the service change methodology was on workers accessing employment areas. The changes include schedule adjustments and route changes to improve efficiency. Some routes that utilize I-4 are now able to utilize the I-4 express lanes. Public hearings were held and notices were placed on the LYNX website, media sites and key bus stops and SuperStops.

Mayor Dyer made a motion to Implement April 24, 2022 Service Changes. Seconded by Commissioner Janer. Motion passed unanimously.

9. Work Session

A. CEO Evaluation

Mayor Demings stated that Jim Harrison completed his one-year anniversary last month. Mayor Demings recognized James Goldsmith, LYNX general counsel. Mr. Goldsmith stated that Mr. Harrison's contract provides a self-evaluation form for him as a guide to complete for his annual review. Discussion took place regarding a proposed evaluation process.

The Board members agreed that the Board would receive the evaluation forms. These completed forms would be given to General Counsel, who would compile the information and provide to the Board Chair to perform the evaluation with Mr. Harrison.

10. Information Items

There was one item for review purposes only, no action was requested.

A. Notification of Settlement Agreements Pursuant to Administrative Rule 6

11. Other Business

No other business was discussed.

12. Monthly Reports: (For review purposes only)

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

- A. Communications Report – February 2022
- B. Monthly Financial Report – December 2021
- C. Ridership Report – December 2021

11. Adjourned:

The meeting adjourned at 1:46 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the March 24, 2022 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

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 Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Roof Replacement Project at the LYNX Operations Center (LOC) Building A, 2nd Floor.

BACKGROUND:

Back in 2013, LYNX via AECOM had provided a thorough evaluation on roof conditions for the complete LOC A building. In 2014, LYNX via AECOM developed a set of plans and specifications that addressed all issues observed in the 2013 report for the roof area repair, but this work was not performed. Years after, a mold issue was observed in the LOC A, 2nd floor. In September 2021, LYNX declared this mold issue an emergency project. This initiated the Mold Source Evaluation and Recommendation Report provided in early January 2022 by AECOM. In this report, it was identified that the mold source was “due to prolonged water intrusion at the rooftop unit and the office location”, but source of the water leak in the office area was untraced and further investigation would be needed. LYNX immediately initiated correction for the rooftop unit (RTU) base and, after various corrections, the water leak was not corrected and there was still the untraced water leak coming into the office area.

On March 24, 2022, LYNX decided to execute a complete roof improvement to the LOC A, 2nd floor roof area via an Invitation for Bid (IFB) using an updated version of original AECOM's documents developed in 2013 and 2014 to meet current site conditions for a Commercial Roof Vendor to improve the roof conditions, stop the untraceable water leaks, and provide the much-needed enhancement above current conditions specifically in this roof area prior to continuing with the mold remediation and final interior repairs in the LOC A, 2nd floor (being requested as

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a separate board item). This will ensure that the area will not have any water leaks that could create a mold issue in the future, and that it is safe for employees to go back to work in this area.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$3,162,054 for HVAC Upgrades for all facilities which includes roof replacement at the LOC A facility. This project is 100% Federally funded.

LYNX Board Agenda

Consent Agenda Item #6.A. ii

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 Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station (LCS) and the LYNX Operations Center (LOC).

BACKGROUND:

LYNX operates out of two owned main facilities: the LYNX Central Station and Office Tower, and the 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.

It is our goal to bid this project at the three (3) locations together due to the economies of scale, to attract more potential bidders, and to ensure same brand manufacturer for future service and maintenance benefit.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

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FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$3,162,054 for HVAC Upgrades at both the LCS Facility and the LOC Facility. This project is 100% Federally funded.

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Consent Agenda Item #6.A. iii

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 Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Installation of an Emergency Generator at the LYNX Operations Center (LOC) Expansion.

BACKGROUND:

Recently, LYNX has completed the construction of the LOC Expansion to serve Mobility Services. Initially, the project scoped a 30kW generator. A subsequent evaluation determined that this is sufficient to run the maintenance building but not the administrative building. Hence, an additional generator is necessary to provide zero downtime during a power outage event to the administration building, allowing LYNX to fulfill the mandate to be able to remain operational during emergencies.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$296,549 for Administration Building Generator at the LOC Expansion Facility. This project is 100% Federally funded.

LYNX Board Agenda

Consent Agenda Item #6.A. iv

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 Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Renovation Project to LYNX Operations Center (LOC) Building A Tool Crib and LYNX Operations Center (LOC) Building B Wellness Center.

BACKGROUND:

It is our goal to bid the two (2) projects together due to the possible economies of scale, and to attract more potential bidders.

LOC A Tool Crib Renovation

In 2014, AECOM had originally designed a Tool Crib Renovation Project at LOC A. Its scope consisted converting the existing tool crib and equipment storage areas into four (4) offices and a training area, but this project was not executed.

LYNX is now proposing two (2) offices, one (1) breakroom, a closed off Training/Conference Room area, and updating the original design and technical specifications to comply with current 2020 Florida Building Code. The project is anticipated to consist at a minimum of: architectural (new doors, glass windows, acoustical ceiling, and epoxy finish flooring), electrical (power outlets and data), and mechanical (air duct and fire sprinkler work).

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LOC B Wellness Center Renovation

In 2014, AECOM originally designed a Wellness Center renovation at LOC B. Its scope consisted of increasing the wellness center space area from 728 SQFT to 971 SQFT, but this project was not executed.

LYNX is now proposing updating original design and technical specifications to comply with current 2020 Florida Building Code. The project is anticipated to consist at a minimum of: architectural (a new wall, acoustical ceiling, rubber flooring installation), electrical (power outlets) and mechanical (air duct and fire sprinkler work),

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$632,774 for Tool Crib & Wellness Center Renovations. This project is 100% Federally funded.

LYNX Board Agenda

Consent Agenda Item #6.A. 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 Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station (LCS) and LYNX Operations Center (LOC).

BACKGROUND:

LYNX is proposing three (3) construction improvements projects at the LYNX Central Station (LCS) and at the LYNX Operations Center (LOC). It is our goal to bid these three (3) projects together due to economies of scale, and to attract more potential bidders.

LCS Bus Facility Concrete Improvement: The concrete pavement at the LCS bus entrance from Amelia St. to the edge of the bus bays has experienced significant concrete failure over time. The scope of this project will correct the deficient state of the concrete curbs at the entrance and exit of LCS, improve the American with Disabilities Act (ADA) non-compliant ramps, installation of new reinforced concrete pavement and associated pavement markings.

LOC Bus Wash Exit Concrete & Drainage Improvements: The concrete located at the exit to the bus wash at LOC has experienced major failures. This project will correct the deficient state of concrete at the bus wash exit area by improving this area to include concrete demolition, new base/sub-base, new steel reinforcement, high early strength concrete, and surface water drainage improvement.

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LOC Fuel Island Drain Improvement: The LOC fuel island has been experiencing significant drainage issues over the years, resulting in the drain line being grouted full where it connects to the main sanitary line. The goal of this project is to install a new drainage system to serve the fuel island and maintain environmental protection. The project will include concrete demolition, new sanitary drain, and new oil/water separator.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$525,052 for Concrete & Drainage Improvements at LCS & LOC. This project is 100% Federally funded.

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Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Bruce Detweiler
Interim Director Of Planning And Development
Myles O'Keefe
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Negotiate and Award a Contract to Widener-Burrows & Associates, Inc. for a System-Wide Passenger Survey

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract with Widener-Burrows & Associates, Inc., d.b.a. WBA Research, for a system-wide passenger survey. The total not to exceed cost is \$918,382.

BACKGROUND:

At the April 22, 2021, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for a system-wide passenger survey. The RFP for this project, 22-R06, was released on November 23, 2021, with proposals due January 13, 2022.

LYNX is required by the Federal Transit Administration (FTA) to collect passenger demographic information at least every five years, per FTA Circular 4702.1B – "Title VI Requirements and Guidelines for Federal Transit Administration Recipients." This information is comprised of a system-wide on-board origin and destination passenger review and is a transit industry best practice.

Updates to LYNX's Title VI Program in 2023 and 2026 are driven by the data from this survey. The most recent system-wide passenger survey was completed in 2017 as part of an origin and destination customer survey that also supported the "After" study requirements for SunRail Phase 1. The 2017 system-wide passenger survey data was used in the 2017 and 2020 Title VI Program updates.

LYNX will leverage this information in support of the agency's corridor studies, the major update of LYNX's Transit Development Plan (TDP), and share the data with its partners as they

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conduct their own transportation studies. LYNX will coordinate with SunRail and FDOT staff to provide the collected survey information to also support the “After” study requirements for SunRail Phase 2.

The Source Evaluation Committee (SEC) public meeting was held on March 14, 2022, with the following results:

Proposer	Total Score	Ordinal Ranking
ETC Institute, Inc.	426	11
Warner Transportation Consulting, Inc.	370	14
Widener-Burrows & Associates, Inc. dba WBA Research	446	5

The SEC recommends that LYNX proceed with contracting with WBA Research to complete the system-wide passenger survey.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable for this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget for Professional Services includes \$920,000 for a system-wide passenger survey.

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Consent Agenda Item #6.C. i

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Elvis Dovalles
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training**

Date: 4/28/2022

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 Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program in the amount of \$15 million for twenty (20) fixed route electric buses and five (5) NeighborLink electric vehicles and associated charging equipment and training.

BACKGROUND:

On March 7, 2022, the FTA released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.47 billion in competitive grants under both the FY2022 Low or No (Low-No) Emission Grant Program and the Grants for Buses and Bus Facilities (Bus & Bus Facilities) Competitive Program. An applicant may submit a low or no emission project to both programs or may choose to submit to only one of the two programs. If a project is submitted for consideration under both programs is selected for funding, the FTA will exercise its discretion to determine under which program the project will receive funding. Additionally, an applicant proposing a low or no emission project under both programs may include partnerships with other entities that intend to participate in the implementation of the project. Grant applications are due on May 31, 2022.

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The Low-No Program provides funding for the purchase or lease of zero-emission and low-emission transit buses as well as for the acquisition, construction or leasing of supporting facilities and equipment. The Bus & Bus Facilities Program authorizes the FTA to assist in the financing of buses and bus facilities capital projects including replacing, rehabilitating, purchasing, or leasing buses or related equipment and in rehabilitating, purchasing, constructing or leasing bus-related facilities. The maximum Federal share is 85% for leasing or acquiring buses, 90% for acquiring, installing, or constructing vehicle-related equipment or facilities, and 80% for other projects. Five (5) percent of the requested Federal award for zero-emissions projects must be used for workforce development unless the applicant explains why less funding is needed.

LYNX will submit one application to both programs for twenty (20) battery electric buses for five (5) NeighborLink electric buses and associated charging stations and training as summarized below. The application is for the cost of charging stations and the incremental cost of electric buses.

FTA Low-No and Bus & Bus Facilities Funding Request Approximately:	\$12,750,000
Local Match (Toll Revenue Credits) Approximately	\$ 2,250,000
Other Federal/State Funding Approximately	<u>\$13,000,000</u>
Total Project Cost Approximately	\$28,000,000

The application will be scalable down to ten (10) electric buses and five (5) NeighborLink electric buses and associated charging and training. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

LYNX will work with the Center for Transportation and the Environment, the Orlando Utilities Commission, bus manufacturer Proterra, Inc., and ABC Companies, Inc. to develop and submit the grant application. Local match will consist of Toll Revenue Credits.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable for this activity.

FISCAL IMPACT:

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

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Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Elvis Dovalés
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Board Ratification of a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Ten (10) Fixed Route CNG Buses**

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification on a grant application submitted to the Florida Department of Transportation (FDOT) on April 25, 2022 for the Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas. Rural FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities funding is managed by FDOT and all rural applications are packaged as part of a statewide application submitted by FDOT to the Federal Transit Administration (FTA).

BACKGROUND:

On March 7, 2022, the FTA released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.47 billion in competitive grants under both the FY2022 Low or No (Low-No) Emission Grant Program and the Grants for Buses and Bus Facilities (Bus & Bus Facilities) Competitive Program. An applicant may submit a low or no emission project to both programs or may choose to submit to only one of the two programs. If a project is submitted for consideration under both programs is selected for funding, the FTA will exercise its discretion to determine under which program the project will receive funding. Additionally, an applicant proposing a low or no emission project under both programs may include partnerships with other entities that intend to participate in the implementation of the project. FDOT grant applications were due on April 25, 2022.

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The Low-No Program provides funding for the purchase or lease of zero-emission and low-emission transit buses as well as for the acquisition, construction or leasing of supporting facilities and equipment. The Bus & Bus Facilities Program authorizes the FTA to assist in the financing of buses and bus facilities capital projects including replacing, rehabilitating, purchasing, or leasing buses or related equipment and in rehabilitating, purchasing, constructing or leasing bus-related facilities. The maximum Federal share is 85% for leasing or acquiring buses, 90% for acquiring, installing, or constructing vehicle-related equipment or facilities, and 80% for other projects. 0.5 percent of the requested Federal award for projects must be used for workforce development unless the applicant explains why less funding is needed.

LYNX will submit one application to both programs for ten (10) CNG buses and training as summarized below. The application is for the cost of CNG buses.

FTA Low-No and Bus & Bus Facilities Funding Request:	\$ 5,506,615
Local Match (Toll Revenue Credits)	<u>\$ 971,755</u>
Total Project Cost	\$ 6,478,370

The application will be scalable down to five (5) CNG buses and training. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

Local match will consist of Toll Revenue Credits.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

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

LYNX Board Agenda

Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend sub-recipient awards to selected Human Services Agency projects and to enter into sub-recipient agreements with the selected applicants for Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities.

BACKGROUND:

LYNX is the designated recipient of Section 5310 program funds for the Urbanized Orlando and Kissimmee areas. LYNX received Board authorization on December 9, 2021 to solicit Human Services Agency projects for the Urbanized Orlando and Kissimmee Section 5310 Program funds.

LYNX conducted a Section 5310 Virtual Grant Workshop on January 21, 2022 and each interested applicant was required to coordinate projects with ACCESS LYNX as the Community Transportation Coordinator (CTC). Project proposals were due February 18, 2022 and a multi-disciplinary team comprised by the Florida Department of Transportation, MetroPlan Orlando and ACCESS LYNX met to evaluate them.

APPLICATION EVALUATION:

A total of eight (8) proposals were received. Two (2) of the proposals were disqualified due to incomplete or missing documentation, and/or lack of authorized signatures. The other six (6) applications moved forward for evaluation.

LYNX Board Agenda

Proposals were prioritized and notices of intent to award were issued. A pre-award monitoring phase will be conducted to ensure compliance with federal regulations and LYNX requirements. These projects will support the travel needs of the elderly and individuals with disabilities in the LYNX service area, targeted to provide cost-effective transportation options beyond paratransit and supporting regional transportation coordination while reducing resource demands on ACCESS LYNX.

LYNX proposes to provide Section 5310 sub-recipient funding, subject to Federal Transit Administration (FTA) grant awards for the respective agencies below, based on the Evaluation Committee recommendation:

Agency Name	Operating Funds	Vanpool Funds	Total
Special Hearts Farm	-	4,140.00	\$ 4,140.00
Quest	40,000.00	-	\$ 40,000.00
The Opportunity Center	62,604.09	-	\$ 62,604.09
Meals on Wheels	-	4,140.00	\$ 4,140.00
Primrose Center	182,235.00	-	\$ 182,235.00
	\$ 284,839.09	\$ 8,280.00	\$ 293,119.09

Funds will be provided to sub-recipients at 50% federal share under the Section 5310 grant program for operating and vanpool projects. In addition, a total of three (3) passenger vans w/o wheelchairs were requested. Vehicles will be transferred based on availability from LYNX annual retirements as follow: One 10 passenger van to Special Hearts Farm and two 10 passenger vans to Park Place Behavioral Health Care.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$300,000 for Sub-Recipient Agreements with Human Service Agencies.

LYNX Board Agenda

Consent Agenda Item #6.C. iv

To: LYNX Board of Directors

From: Norman Hickling
Director Of Mobility Services
Norman Hickling
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Enter into a Sole Source Agreement by Amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc.

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Sole Source Agreement by amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc. (Trapeze) to add an amount not to exceed \$542,410 to upgrade to the Trapeze PASS software for the configuration, testing, and deployment of cloud managed services for ACCESS LYNX.

BACKGROUND:

Trapeze Group, Inc., is the sole manufacturer, developer, and provider of the reservation, scheduling and dispatch software currently used by Mobility Services for ACCESS LYNX. With this recommended software upgrade to the cloud managed services package, Mobility Services current version 15 software will be upgraded to version 21 software, thereby providing enhanced functionality for Mobility Services Representatives and an improved customer service experience for our passengers. Additionally, the upgrade will allow the possibility for future software integrations for flexible on-demand NeighborLink services with automated scheduling and routing utilizing this PASS software.

The project budget outlined below includes all licenses, implementation services and expenses for the PASS version 15 to version 21 upgrade.

LYNX Board Agenda

ITEM	DESCRIPTION	YEAR 1	YEAR 2	YEAR 3
1	Implementation Services	\$72,449		
2	Expenses	\$2,025		
3	Cloud Platform One-time Setup Fee	\$59,757		
4	Map Upgrade	\$10,163	\$10,163	\$10,163
5	Trapeze Production Environment and Managed Services	\$82,349	\$86,466	\$90,789
6	Trapeze UAT Environment and Managed Services	\$16,224	\$17,035	\$17,887
7	322 PASS Licenses	\$18,631		
8	Maintenance for added PASS Licenses	\$3,726	\$3,912	\$4,108
*	Assessment and Training (Optional)	\$36,563		
	Total Cost	\$301,887	\$117,576	\$122,947

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$301,887 in contract maintenance service for the upgrades detailed above.

LYNX Board Agenda

Consent Agenda Item #6.C. v

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Leonard Antmann
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Conditionally Waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement Related to Continuing Performance Bond Requirement

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer or designee to conditionally waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement related to the continuing performance bond requirement.

BACKGROUND:

In January 2015, LYNX and Nopetro-Orlando, LLC ("Nopetro") entered into a CNG Vehicle Fuel Purchase Agreement (the "Fuel Purchase Agreement") pursuant to which Nopetro provides Compressed Natural Gas (CNG) for LYNX buses and other third parties. Under the Fuel Purchase Agreement Nopetro was to provide to LYNX a continuing performance bond which would guarantee to LYNX that it would receive fuel, and LYNX was given the opportunity to assess liquidated damages if the bond was not furnished. The bond was to be for a period of at least ten years, after which Nopetro could request that the bond requirement be waived. Nopetro has faithfully performed all of the fuel and services called for under the Fuel Purchase Agreement in the ensuing years since 2015.

Under section 12.2 of the Fuel Purchase Agreement, Nopetro may finance or refinance all or a portion of the cost to develop, construct, equip, operate, maintain, repair, expand, alter, and replace the Fuel Station. Nopetro now wishes to refinance its existing financing and LYNX's approval is required, not to be unreasonably withheld. In reviewing the refinancing request, no record of a continuing performance bond provided by Nopetro under the Fuel Purchase Agreement has been located.

LYNX Board Agenda

As mentioned above, Nopetro has faithfully performed all of the fuel and services called for under the Fuel Purchase Agreement in the ensuing years. In light of this performance, staff requests authority to conditionally waive the requirement of a supply bond and waive liquidated damages, if any, that may have accrued, with the condition that LYNX, could reinstitute the requirement for the supply bond in the future as LYNX in its sole discretion, deems appropriate.

With this Board approval, staff has been advised by General Counsel that it can proceed to approve the Nopetro refinancing without further Board approval, assuming that the refinancing meets all other requirements of the Fuel Purchase Agreement.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

DBE participation is not required for this action.

FISCAL IMPACT:

There is no fiscal impact with the associated action.

LYNX Board Agenda

Action Agenda Item #7.A

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Approval to Amend the FY2022 Operating Budget

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2022 Adopted Operating Budget.

BACKGROUND:

These changes will not result in any increase request from the funding partners.

LYNX Board Agenda

FY2022 Operating Budget Amendment

	APPROVED FY2022	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY2022
REVENUES			
Customer Fares	\$ 18,480,166	\$ (1,516,857)	\$ 16,963,309
Contract Services	5,739,863	(606,881)	5,132,982
Advertising	3,550,000	(1,145,000)	2,405,000
Interest & Other Income	790,900	-	790,900
Federal Revenue	8,310,944	300,000	8,610,944
State Revenue	13,691,519	720,551	14,412,070
Local Revenue	9,037,152	1,035,035	10,072,187
Local Revenue Funding Partner	71,422,119	-	71,422,119
ARPA Federal Revenue	44,000,000	1,414,879	45,414,879
TOTAL REVENUE	\$ 175,022,663	\$ 201,727	\$ 175,224,390
	APPROVED FY2022	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY2022
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 88,144,812	\$ 4,789,158	\$ 92,933,970
Other services	12,997,815	-	12,997,815
Fuel	12,158,746	-	12,158,746
Materials and Supplies	9,630,955	-	9,630,955
Utilities	1,717,676	-	1,717,676
Casualty & Liability	3,189,832	-	3,189,832
Taxes and Licenses	598,048	-	598,048
Purchased Transportation Services	31,468,965	-	31,468,965
Leases & Miscellaneous	1,670,104	-	1,670,104
Transfer to Reserves	13,445,710	(4,587,431)	8,858,279
TOTAL EXPENSE	\$ 175,022,663	\$ 201,727	\$ 175,224,390
CHANGE IN NET POSITION	\$ -	\$ -	\$ -

LYNX Board Agenda

Explanation of Changes:

Revenues:

Customer Fares - Ridership for both Fixed Route and Paratransit is not increasing at the projected rate originally budgeted. The Fixed Route adjustment reflects a change from 75% of FY19 actuals (pre-covid) to 70%, while the Paratransit adjustment reflects a change from 95% to 73%.

Contract Services – The adjustment is primarily on the Paratransit side, due to the TD Grant funding allocations methodology being readjusted.

Advertising Revenue – Advertising revenue has not rebounded as anticipated: the adjustment reflects the contract minimum guarantee.

State Revenue – Block grant award was higher than anticipated.

Federal Revenue – The \$300,000 increase is due to an additional NeighborLink 5310 Grant not previously budgeted.

Local Revenue – A new contract with Orange County was adopted in December 2021 to add service to the I-Drive Corridor.

Federal ARPA Revenue – An additional ARPA Rural Allocation was distributed as 5311 passthrough in the amount of \$1,414,879.

Expenses:

Salaries, Wages and Fringe/ Other Services – The adjustment for wages and fringe includes one-time market adjustments plus additional positions have been added to support the I-drive services, road ranger program and for training & diversity. Medical expense increases are also reflected in the adjustment.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The Amended FY2022 Operating Budget has been balanced from offsetting adjustments in other categories.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

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

Date: 4/28/2022

LYNX Liability Claim Settlements March 1 to March 31, 2022

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
Marc Stanley	2/2/2021	PD	\$ 34.00	3/3/2022
Newlin / Michele Gay	9/25/2019	BI	\$ 15,000.00	3/3/2022
Willie Youngblood	2/13/2022	PD	\$ 1,100.00	3/3/2022
Bennie Young	1/19/2022	PD	\$ 300.00	3/17/2022
Carmen Lovingood	2/21/2022	BI	\$ 2,000.00	3/10/2022
Sun State	12/6/2021	FPP	\$ 5,969.68	3/17/2022
Newlin / Lonzo Sparow	3/16/2020	BI	\$ 75,000.00	3/31/2022
Pardy Rodriguez/Yanez Moran	12/21/2020	BI	\$ 40,000.00	3/24/2022
Pardy Rodriguez/Ortega	12/21/2020	BI	\$ 48,000.00	3/24/2022
Sublette / Safford	9/2/2016	BI	\$ 100,000.00	3/24/2022
Perez Law / Torres Hernandez	9/16/2018	BI	\$ 75,000.00	3/24/2022
BCN / Harripersad	6/28/2018	BI	\$ 6,000.00	3/24/2022
Carlos Torres Parrales	3/11/2022	PD	\$ 1,102.14	3/24/2022
Newlin / Alyssa Alicea	2/23/2019	BI	\$ 100,000.00	3/31/2022
Newlin / Charles Odom	8/6/2021	BI	\$ 20,000.00	3/31/2022
Newlin / Pritchett	8/27/2020	BI	\$ 10,000.00	3/4/2022

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 2022

Date: 4/28/2022

LYNX Press Releases | Media Notes: March 2022

March 21	LYNX March 24 Board of Directors and Oversight Committee Meeting Information
March 25	LYNX to Make April 2022 Service Changes

March 2022 – LYNX News Articles

To view the articles below please copy and paste the link into a browser.	
March 1	Open house explains Orange County's proposed sales tax hike for transportation improvements
March 2	Orange County mayor proposes sales tax increase for transportation initiative Mixed views of Demings' proposed sales tax bump at 1st forum FL: Mayor Jerry Demings hosts first 'open house' to stump for Orange County sales tax increase Orange County mayor relaunches initiative for 1% sales tax hike
March 10	Mayor Jerry Demings proposes sales tax to fund traffic solutions

LYNX Board Agenda

March 15	<p>Orlando officials signal support for Demings' sales tax plan for transportation</p> <p>'If not now, then when?' Demings pitches Orange transportation sales tax amid high fuel prices</p> <p>Orange County mayor says Orlando would get \$34M annually if one-cent sales tax hike passes</p>
March 18	Invest in alternate transportation to fight higher gas prices
March 24	Proposed SunRail expansion to Apopka depends on one-cent sales tax
March 25	Sales-tax hike should only be for high-priced items
March 28	Can Demings drive transportation-tax plan home?

March 2022 – LYNX Social Media

March 1	<p>Tip Tuesday: If possible, please find a seat at the rear of the bus. Leave the front seats open for expectant mothers, disabled and elderly passengers.</p> <p>Public hearing/workshop will be held today, March 1 at the LCS 2nd fl Open Space from 4-6p to discuss potential changes to service.</p> <p>Women's History Month.</p> <p>Response to question about our partnership with Seminole State College.</p>
March 2	<p>LYNX is hiring Bus Operators.</p> <p>Public hearing/workshop will be held virtually today, March 2, from 5-7p.</p> <p>The City of Orlando is asking for your input by participating in a survey for the Southwest Orlando Bike and Pedestrian Study.</p> <p>Response to complaint about another customer at LYNX Central Station.</p>
March 3	<p>Public comment period for the April service proposal is open until 5p, March 21.</p> <p>Service detour for the Orlando Best Damn Race Half Marathon, 10k and 5k foot races to occur.</p>
March 4	<p>Reminder — the City of Orlando is conducting a survey for the Southwest Orlando Bike and Pedestrian Study. If you're at the Washington Shores SuperStop today, Mar. 4, be on the lookout for the survey team.</p> <p>Today we celebrate our amazing employees for their outstanding efforts and commitment to LYNX and the Central Florida community.</p> <p>Service detour for the Orlando Best Damn Race Half Marathon, 10k and 5k foot races to occur.</p> <p>Response to question about the schedule book.</p>
March 5	A beautiful panoramic view from the top of LYNX Central Station.
March 6	Not a bad spot to spend a relaxing Sunday.

LYNX Board Agenda

March 7	<p>MetroPlan is seeking feedback from riders about your most recent ACCESS LYNX experience.</p> <p>Response to complaint about a bus operator driving on I-4.</p> <p>Response to complaint about bus delays.</p>
March 8	<p>Today we honor and celebrate the women of the past and present who have given us strength and will continue to forge our path forward.</p> <p>Response to complaint about a bus operator's behavior on Link 20.</p>
March 9	<p>Daylight saving time.</p> <p>Special Olympics USA Games athletes along with WWE wrestlers helped reveal the bus wraps featuring the Special Olympics Games taking place here in Orlando from June 5-12.</p> <p>Service alert update: On March 10, the new LYNX bus stop will be opening at the Universal Orlando bus loop.</p>
March 10	<p>Here's a behind-the-scenes look at our longtime technician, Krishna, diligently making all the necessary repairs to keep our buses on the road.</p> <p>Service Alert: Due to the Lions match on Saturday, Mar. 12, Church St. b/w Lime Ave. and Parramore Ave. will be closed from 2:30-11:30p.</p> <p>Response to complaint about a bus operator not wearing a mask.</p>
March 11	<p>Thumbs up if you're happy it's Friday!</p> <p>TSA Repost: Breaking News: At CDC's recommendation, TSA will extend the security directive for mask use on public transportation and transportation hubs for one month, through April 18th.</p> <p>Service detour around Camping World Stadium will be closed for the Billy Joel concert.</p>
March 12	<p>Service Alert: Due to the Lions match on Saturday, Mar. 12, Church St. b/w Lime Ave. and Parramore Ave. will be closed from 2:30-11:30p.</p> <p>Just a reminder that time will spring forward at 2 a.m. Set your clocks forward an hour before bed so you don't miss your bus!</p> <p>Service Alert: Today, Mar. 12, streets around Camping World Stadium will be closed for the Billy Joel concert.</p>
March 13	<p>You may want to grab a jacket before heading out the door today. We've got a cool but bright and dry day ahead here in Central Florida.</p>
March 14	<p>It's National Learn About Butterflies Day!</p> <p>Response to complaint about a bus operator driving in a bike lane.</p>
March 15	<p>Helen Schultz was the founder of Red Ball Transportation Company and the first women-owned bus line.</p> <p>Service Alert: Effective Monday, March 28, the Disney Springs Transfer Center's bus bays will be rearranged as follows:</p> <p>Service Alert: Effective Monday, March 28, the Apopka SuperStop bus bays will be rearranged.</p> <p>Response to question about wearing face masks on public transportation.</p>
March 16	<p>MetroPlan Orlando is seeking feedback from riders about your most recent ACCESS LYNX experience.</p> <p>The Lost and Found window will be open this Saturday, Mar. 19, from 9a to 1p for those needing a LYNX Youth or AdvantAge ID card.</p> <p>Response to question about fares and passes.</p>
March 17	<p>For each petal on the shamrock, this brings a wish your way:</p>

LYNX Board Agenda

March 18	<p>It's Transit Driver Appreciation Day and we would like to give a special shout out to our bus operators.</p> <p>Orange County is looking for your input on the future of transportation.</p> <p>Response to question about a lost item.</p>
March 19	<p>If you need a Youth or Advantage photo ID card, stop by Lost and Found window today. We're open from 9a- 1p.</p> <p>MeroPlan is seeking feedback from riders about your most recent ACCESS LYNX experience.</p>
March 20	<p>Hello, Spring!</p>
March 21	<p>The Mar. 24 LYNX Oversight Committee and Board of Directors meetings will be open to the public with members attending in person.</p> <p>Orange County is looking for your input on the future of transportation.</p> <p>Apopka SuperStop bus bays have been rearranged.</p> <p>Service Alert: Effective Wednesday, March 23, from approximately 8a to 4p, the Kissimmee Intermodal Station will be closed due to a tree removal.</p> <p>Response to question about our trip planner.</p> <p>Response to question about a bus wrap advertisement.</p>
March 22	<p>Donning black leather gloves and a leopard print hat, Wilma Russey paved the way for future women to be respected as equals in the workforce becoming the first female taxi driver.</p> <p>Service alert update: the Disney Springs Transfer Center bus bays will be rearranged.</p> <p>Service Alert Reminder: Effective tomorrow, March 23, from approximately 8a to 4p, the Kissimmee Intermodal Station will be closed due to a tree removal.</p> <p>Response to note about a missing bus stop sign.</p> <p>Response to complaint about Link 426 service cut.</p>
March 23	<p>MetroPlan Orlando is seeking feedback from riders about your most recent ACCESS LYNX experience.</p> <p>Effective today, at approximately 4p, the Disney Springs Transfer Center bus bays will be rearranged.</p> <p>The Apopka SuperStop bus bays have been rearranged.</p>
March 24	<p>We have our two monthly meetings today, starting with the Oversight Committee meeting at 11:00a and the Board of Directors meeting at 1:00p.</p> <p>Orange County is looking for your input on the future of transportation.</p> <p>Service Alert: Effective Friday, March 25 at approximately 4 p.m., the Colonial Plaza SuperStop bus bays will be rearranged as follows:</p> <p>Response to question “why would link 104 be re-arranged? I thought the next service change would be April 24th.”</p> <p>Response to question about the PawPass application.</p> <p>Response to complaint about a Link 55 bus skipping a stop.</p>
March 25	<p>MetroPlan Orlando is seeking feedback from riders about your ACCESS LYNX experience.</p> <p>The LYNX Board of Directors approved the April 24 service change.</p> <p>It's Bike to Work Day here in Orlando and what a beautiful day it is for your commute!</p> <p>Service Alert Reminder: Effective today, March 25 at approximately 4 p.m., the Colonial Plaza SuperStop bus bays will be rearranged as follows:</p> <p>Service Alert: Due to the U.S. Soccer FIFA World Cup qualifying match at Exploria Stadium on Sunday, Mar. 27, Links 20, 21, 62 and 319 will be detoured.</p>

LYNX Board Agenda

March 26	<p>A brilliant day for a fare-free LYMMO ride around downtown Orlando. Wouldn't you agree?</p> <p>Service Alert: Due to the U.S. Soccer FIFA World Cup qualifying match at Exploria Stadium on Sunday, Mar. 27, Links 20, 21, 62 and 319 will be detoured.</p>
March 27	<p>We're ready to welcome you aboard on this lovely Sunday. Where can we take you today?</p> <p>The U.S. Soccer FIFA World Cup qualifying match is today. LYMMO can get you there.</p>
March 28	<p>We're back at it on this Monday morning.</p> <p>Orange County is looking for your input on the future of transportation.</p> <p>Service Alert: On Mar. 29 from 9a-3p, the LYMMO lanes on Garland Ave. b/w Livingston St. & Amelia St. and on Amelia St. b/w Garland Ave. & Hughey Ave. will be closed.</p>
March 30	<p>Response to complaint about Link 104 delays.</p> <p>Service Alert: Due to construction, Livingston Street will be closed between Orange Avenue and Garland Avenue on Sunday, April 3 from 10 a.m. until Thursday, April 7 at 7 a.m.</p> <p>The April service change is less than four weeks away. The new maps, schedule book and more are now available online:</p> <p>Response to question, does link 104 still serve Fashion Square Mall area?</p> <p>Service Alert: Edgewater Drive from Smith Street to Clayton Street will be closed starting on Saturday, April 2 from 12 p.m. until 12 a.m.</p> <p>The All-Day AdvantAge Pass has a new look! Same price. Same use.</p> <p>Service Alert: On Thursday, Mar. 31, we will be testing the I-4 express lanes on Links 38, 300 and 350.</p>
March 31	<p>Response to question, "why haven't the express busses been running in the express lanes since the lanes opened a month ago?"</p> <p>Service Alert Reminder: Today, Mar. 31, we will be testing the I-4 express lanes on Links 38, 300 and 350.</p> <p>Orange County is looking for your input on the future of transportation.</p> <p>Service Alert: Several streets around Lake Eola in downtown Orlando will be closed to traffic from Friday, April 1 at 6:00 a.m. until Sunday, April 3 at 11:30 p.m. for the Spring Fiesta in the Park.</p> <p>Service Alert: Effective April 4, through 6 a.m. on April 7, a portion of World Drive east of Center Drive will be closed to vehicle traffic.</p> <p>Service Alert: Due to Grad Bash at Universal Orlando, Links 21 and 40 buses will not have access to their normal stops inside the Universal Orlando employee parking lot after 4 p.m. this Friday, April 1 and Saturday, April 2.</p> <p>Response to complaint about Link 40 delays and service cuts.</p> <p>Response to complaint about Link 105 delays.</p>

LYNX ard Agenda

Social Media Usage	March 2022
Facebook Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)	41,508
Facebook Daily Total Impressions: The number of times any content from your Page or about your Page entered a person's screen. This includes posts, stories, ads, as well other content or information on your Page. (Total Count)	64,973
Total Facebook Posts	78
Facebook Engagement: The sum of reactions, comments and shares received by content associated with your Pages (for the selected timeframe). Includes comments from the author of the post:	2.7K Engagements: 2.3K Reactions, 181 Comments, 216 Shares
Total Tweets	88
Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes	217 Engagements: 177 Likes, 29 Retweets, 8 Replies
Website Usage	March 2022
Total Page Views	423,812
Total User Visits	73,493

LYNX Board Agenda

Commuter Vanpool Program

Vanpool	March 2022
Vanpool Participants	560*
Total Revenue Miles	160,000*
New Vanpool	1
Returned Vanpools	3
Current Vans at Service	125
Pending Interests	None
Events	None

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

Advertising Sales

Advertising Sales Revenue	March 2022	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$302,824.97	\$181,694.98	\$1,814,458.06	\$1,088,674.84

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 2022

Date: 4/28/2022

Please find attached the preliminary monthly financial report for the fourth month ending January 31, 2022.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 STATEMENTS OF REVENUES AND EXPENSES
 For the Months Ending Monday, January 31, 2022
 (UNAUDITED)

	As of 1/31/2022		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 6,517,618	\$ 5,490,072	84%
Contract services	1,921,469	2,011,587	105%
Advertising	1,831,639	701,671	38%
Interest & Other income	271,836	203,188	75%
Federal Revenue	1,056,664	827,775	78%
ARPA Federal Revenue	14,918,156	17,800,000	119%
State Revenue	4,967,101	4,841,490	97%
Local Revenue	2,904,529	2,698,134	93%
Local Revenue Funding Partner	23,807,373	23,806,873	100%
TOTAL REVENUE	\$ 58,196,385	\$ 58,380,791	100%
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 29,862,397	\$ 31,225,181	105%
Other services	5,149,774	2,484,264	48%
Fuel	4,505,660	2,781,838	62%
Materials and supplies	3,191,962	2,782,602	87%
Utilities	572,651	454,526	79%
Casualty & Liability	1,096,088	907,766	83%
Taxes and licenses	199,356	220,947	111%
Purchased transportation services	10,076,607	8,641,059	86%
Leases & Miscellaneous	599,704	388,881	65%
TOTAL EXPENSE	55,254,201	49,887,064	90%
CHANGE IN NET POSITION	\$ 2,942,184	\$ 8,493,727	289%

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6136

Item Name: Ridership Report for February 2022

Date: 4/28/2022

The attached monthly Performance Report includes February 2022 Year-To-Date figures for ridership and other performance indicators. Total ridership for February 2022 was 1,273,751 This is a 20.9% increase from February 2021. On-Time Performance for Fiscal Year-To-Date 2022 is 74%.

- LYNX overall ridership increased by 200K, or 20.9%, compared to February 2021. Year-to-date ridership for FY-22 (6,538,843) increased 19.7% compared to FY-21 (5,462,676)
- LYMMO ridership decreased by 5K, or 16.4%, compared to February 2021. Year-to-date ridership for FY-22 (157,167) decreased 15.7% compared to FY-21 (186,516).
- Fixed Route ridership increased by 218K, or 22.8%, compared to February 2021. Year-to-date ridership for FY-22 (6,005,628) increased by 21.5% compared to FY-21 (4,943,722).
- NeighborLink ridership decreased by 196, or 3.3%, compared to February 2021. Year-to-date ridership for FY-22 (39,087) increased 33.8% compared to FY-21 (29,209).
- ACCESS LYNX ridership increased by 3K, or 8.4%, compared to February 2021. Year-to-date ridership for FY-22 (211,363) increased 5.7% compared to FY-21 (199,901).
- Vanpool ridership increased by 4K, or 21.4%, compared to February 2021. Year-to-date ridership for FY-22 (108,562) increased by 5.1% compared to FY-21 (103,328).
- There was no special event ridership for February 2022.



February 2022 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Feb-21	Feb-22	% Δ	YTD-21	YTD-22	% Δ
LYMMO	33,198	27,757	-16.4%	186,516	157,167	-15.7%
Fixed Route	955,250	1,173,451	22.8%	4,943,722	6,005,628	21.5%
NeighborLink	5,908	5,712	-3.3%	29,209	39,087	33.8%
ACCESS LYNX	39,370	42,661	8.4%	199,901	211,363	5.7%
Vanpool	19,913	24,170	21.4%	103,328	108,562	5.1%
Special Events	0	0	N/A	0	17,036	N/A
SYSTEM TOTAL	1,053,639	1,273,751	20.9%	5,462,676	6,538,843	19.7%

February 2021:	20 Weekdays	4 Saturdays	4 Sundays
February 2022:	20 Weekdays	4 Saturdays	4 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Feb-21	Feb-22	% Δ	Feb-21	Feb-22	% Δ	Feb-21	Feb-22	% Δ
LYMMO	1,448	1,178	-18.6%	464	514	10.8%	597	534	-10.6%
Fixed Route	38,599	47,427	22.9%	27,240	33,189	21.8%	18,577	23,040	24.0%
NeighborLink	257	255	-0.8%	191	154	-19.4%	-	-	-
ACCESS LYNX	1,672	1,820	8.9%	777	773	-0.5%	512	598	16.8%
Vanpool	180	435	141.7%	49	176	259.2%	55	37	-32.7%
SYSTEM TOTAL	42,156	51,115	21.3%						

1

LYNX ridership increased by 220K, or 20.9%, compared to February 2021. System-wide average weekday riders increased by 21.3% year-to-date.

LYMMO ridership decreased by 5K, or 16.4%, compared to February 2021. Average weekday ridership for LYMMO was down 18.6% in February 2022. This can be attributed to continued reduced ridership due to remote workers associated with the COVID-19 pandemic. Additionally, ridership was affected as North Quarter Line was merged into the Orange Line.

Fixed Route ridership increased by 218K, or 22.8%, compared to February 2021. Average daily ridership increased by 2.9% compared to the same time period last year. Ridership is showing a steady recovery from losses incurred from the pandemic.

NeighborLink ridership decreased by 196, or 3.3%, compared to February 2021. The overall reduction for the year was primarily due to the COVID-19 pandemic.

ACCESS LYNX ridership increased by about 3K, or 8.4%, compared to February 2021. Ridership is showing a slow recovery from the pandemic.

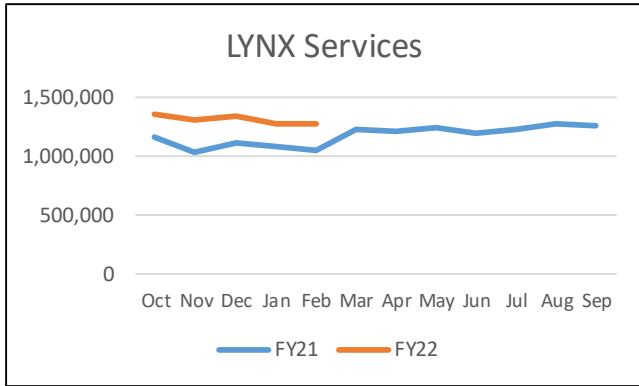
Vanpool ridership increased by about 4K, or 21.4%, compared to February 2021. COVID-19 had caused a decrease in total Vanpool utilization.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$2.49/gallon in February 2021 and \$3.53/gallon in February 2022. Historically, low gas prices can result in lower public transit ridership.

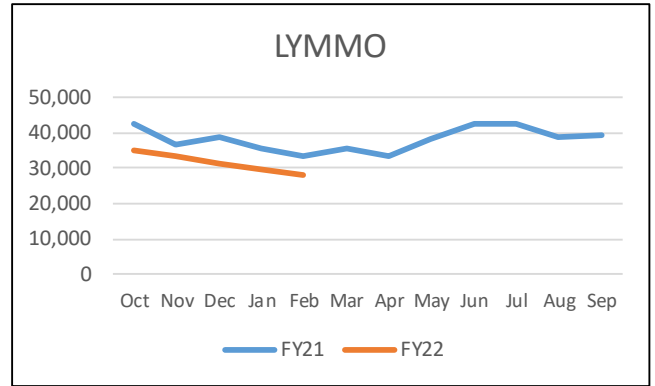


February 2022 Service Performance Report

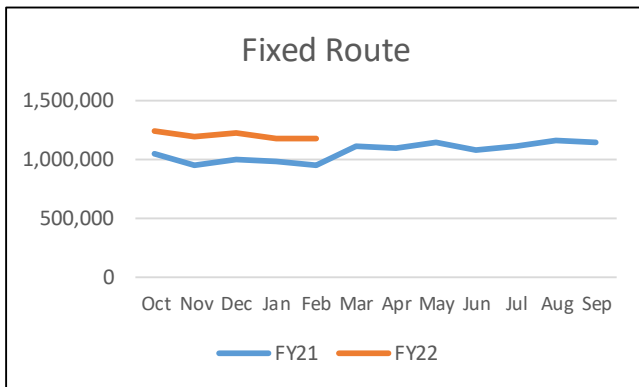
MONTHLY RIDERSHIP TRENDS BY MODE



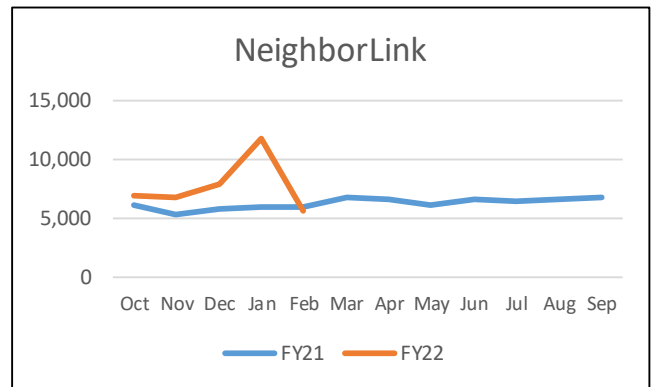
LYNX ridership increased by 20.9% compared to the same time last year. Average weekday riders increased by 21.3%.



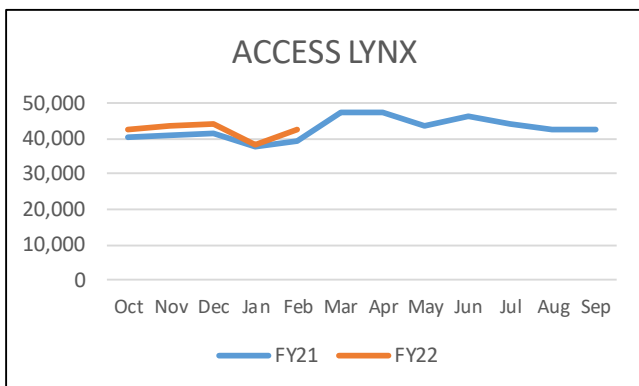
LYMMO ridership decreased by 16.4% compared to the same time last year. Average weekday riders decreased by 18.6%.



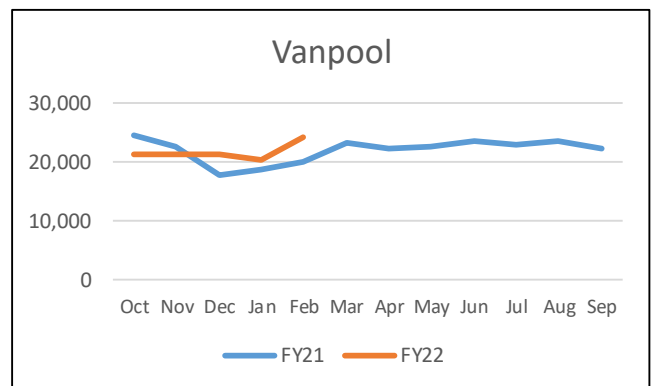
Fixed route ridership increased 22.8% compared to February 2021. Average weekday riders increased by 22.9%.



NeighborLink ridership decreased 3.3% compared to February 2021. Average daily riders decreased by 0.8%.



ACCESS LYNX ridership increased by 8.4% compared to February 2021. Average daily riders increased by 8.9%.



Vanpool ridership increased by 21.4%. Average daily riders increased by 141.7% compared to February 2021.



February 2022 Service Performance Report

FY21 Monthly Modal Performance Data Sheet - February 2022

Month End Reporting	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	National Transit Database Reportable Accidents	Complaints per 100,000 Miles	Total Trips Scheduled	Percentage of Scheduled Trips Operated	Fleet Availability	Preventative Maintenance Inspection Completed on Time	
LYMMO											
Oct	35,194	4	83%	Not Applicable	0	0.10	9,141	98%	14	99%	
Nov	33,216	4	77%		0	0.08	8,959	98%	14	100%	
Dec	31,196	4	80%		0	0.11	8,453	90%	14	100%	
Jan	29,804	4	79%		0	0.08	7,617	91%	14	100%	
Feb	27,757	4	77%		0	0.13	7,032	92%	14	100%	
Mar											
Apr											
May											
Jun											
Jul											
Aug											
Sep											
YTD	157,167	4	79%		0	0.10	41,202	94%	14	100%	
Fixed Route											
Oct	1,240,405	14	75%	12%	7	0.10	88,414	98%	278	99%	
Nov	1,191,611	14	73%	15%	6	0.08	85,852	98%	273	100%	
Dec	1,226,725	14	73%	12%	9	0.11	90,390	96%	276	100%	
Jan	1,173,436	14	76%	12%	6	0.08	88,652	96%	275	100%	
Feb	1,173,451	15	74%	14%	10	0.13	81,960	96%	276	100%	
Mar											
Apr											
May											
Jun											
Jul											
Aug											
Sep											
YTD	6,005,628	14	74%	13%	38	0.10	435,268	97%	276	100%	



February 2022 Service Performance Report

FY21 Monthly Modal Performance Data Sheet - February 2022

Month End Reporting	Ridership	On-Time Performance	Collected Fares	NTD Reportable Incident	Complaints per 100,000 Miles	Fleet Availability	Preventable Maintenance Inspection Completed On-Time
NeighborLink							
Oct	5,727	100%	100%	0	9.7	90%	100%
Nov	4,839	100%	100%	0	19.7	95%	99%
Dec	6,051	100%	100%	0	8.1	99%	100%
Jan	4,693	100%	100%	0	21.0	100%	99%
Feb	5,712	100%	100%	0	19.5	97%	99%
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
YTD	27,022	100%	100%	0	15.6	96%	99%
ACCESS LYNX							
Oct	42,649	59.27%	99.77%	0	10.0	88%	100%
Nov	43,574	64.64%	99.77%	2	10.0	90%	99%
Dec	44,257	77.96%	99.83%	1	11.6	88%	100%
Jan	38,222	86.49%	99.83%	0	6.1	89%	99%
Feb	42,661	85.64%	99.82%	1	5.0	91%	99%
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
YTD	211,363	74.80%	99.80%	4	8.6	89%	99%



February 2022 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

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

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

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

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

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

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

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 preventative maintenance inspections that were completed on time.

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