

LYNX Board Agenda

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

Meeting Date: 12/12/2024
Meeting Time: 1:00 PM

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

1. Call to Order

2. Approval of Minutes

-  Board of Directors Meeting Minutes 10.24.24

Pg 4

3. Public Comments



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

4. Chief Executive Officer's Report


5. Oversight Committee Report

6. Consent Agenda



A. Request for Proposal (RFP)

-  Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms Pg 8
-  Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services Pg 10





B. Invitation for Bid (IFB)

-  Authorization to Issue an Invitation for Bid (IFB) for LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete Improvements Pg 12













C. Award Contracts

-  Authorization to Award Contract 25-C042 to CDM Smith, Inc. for Construction Engineering and Inspection Services to Support Existing Contracts for a Total Not to Exceed Amount of \$2,000,000 Pg 14
-  Authorization to Award Contract 25-C043 for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Bus Passenger Terminal to Helman Hurley Chavart Peacock Architects, Inc. for a Not to Exceed of \$920,788 Pg 16




D. Extension of Contracts

-  Authorization to Exercise the First Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) and Increase the Not to Exceed to \$206,500 Pg 18
-  Authorization to Exercise the First Option Year of Contract 22-C34 with Cannon Cochran Management Services, Inc. (CCMSI) and Increase the Not To Exceed (NTE) to \$1,733,039 Pg 20
-  Authorization to Exercise the First Option Year of Contract 23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance and Increase the Not to Exceed (NTE) to \$280,000 Pg 22
-  Authorization to Extend Contract 20-C37 with Enterprise Leasing Company for Vanpool Management Services Pg 24












E. Miscellaneous

- i.  Authorization to Purchase Thirty (30) Replacement Vehicles for ACCESS LYNX Paratransit Services with a Not to Exceed (NTE) Amount of \$5,300,000 Pg 26
- ii.  Authorization to Enter into a Cooperative Purchase Agreement with BMG Money, Inc. for Employee Voluntary Payroll Deduction Loan Services Pg 28
- iii.  Authorization to Amend the LYNX Deferred Compensation Plan and Adoption of Resolution 24-012 Pg 30
-Attachments   
- iv.  Authorization to Transfer Five (5) Retired Buses to St. Lucie County Pg 44
- v.  Authorization to Dispose of Lost and Found Items Pg 46
- vi.  Authorization to Approve an Assignment of Contract 20-C80 for Audit Services with MSL, P.A. to Forvis Mazars, LLP Pg 48
- vii.  Authorization to Negotiate a Contract with Akerman, LLP for Pension Legal Services Pg 50
- viii.  Authorization to Negotiate a Contract with Gray Robinson, P.A. for Labor/Employment Legal Services Pg 52
- ix.  Authorization to Approve the LYNX Board of Directors Meeting Dates for 2025 Pg 54

7. Action Agenda

- A.  Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) and Adoption of Resolution 24-011 Pg 56
-Attachments 
- B.  Authorization to Execute First Amendment to the Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility Pg 60

8. Information Items

- A.  Certification of Administrative Costs as Defined by Florida Statute Section 341.071 Pg 62
- B.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 63
- C.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 64
-Attachments      
- D.  Notification of Utilization of Project Contingency Pursuant to Admin. Rule 4.5.4.D in the Amount of \$82,246 for the Pine Hills Bus Transfer Center Pg 80
- E.  Quarterly Service Recognition Pg 83

9. Monthly Reports

- A.  Communications Report - October 2024 Pg 85
- B.  Monthly Financial Report - August 2024 Pg 91
-Attachments 
- C.  Paratransit Monthly Report - October 2024 Pg 93
-Attachments 
- D.  Ridership Report - September 2024 Pg 104
-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, 2nd Floor
 Orlando, FL 32801

DATE: **October 24, 2024**

TIME: **1:00 p.m.**

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 1:04 p.m.

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

2. Approval of Minutes

Secretary Tyler moved to approve the Board of Directors meeting minutes of September 30, 2024. Seconded by Commissioner Lockhart. The minutes were unanimously approved as presented.

3. Public Comments

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.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, stated that the LYNX Marketing team won a Florida Public Transportation Association award for last year's Public Service bus.

LYNX provided 599 passenger trips in Orange County and 119 passenger trips in Osceola during Hurricane Milton, related to emergency operations. LYNX also provided 113 trips to shelters throughout the three Counties. Bus Service was suspended for less than twenty-four hours.

LYNX will be participating in Florida Department of Transportation (FDOT) Mobility Week. October 29, LYNX will host a multi-modal workshop.

LYNX Central Station will be celebrating twenty years on November 19, 2024.

The LYNX Holiday Bus will begin service on December 2, 2024. Passengers riding with Santa will ride for free.

Chair Janer congratulated the Marketing Department on winning the FPTA award and congratulated the LYNX staff on the excellent response during Hurricane Milton.

5. Oversight Committee Report

Commissioner Janer, Chair of the Oversight Committee provided her report on the Oversight Committee meeting that met earlier. She stated that the committee approved the minutes from the August 22, 2024, Oversight meeting.

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

There were presentations on the FY2024 Audit Plan, an update on the upcoming Mobile Fare Payments, a recap on the Swan Shuttle Autonomous Vehicle Demonstration, and a presentation with a long discussion on CNG fueling options at the Ocoala Satellite Facility.

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 Fire Alarm System Monitoring, Inspection and Repair Services

B. Award Contracts

- i. Authorization to Negotiate and Award a Contract to Integrated Fire and Security Solutions for the Supply and Installation of Security Equipment and Repair of Existing Equipment for a Not to Exceed Amount of \$609,825

C. Extension of Contracts

- i. Authorization to Exercise the First Option Year of Contract 23-C51 with Towlando Towing & Recovery, Inc. and Increase the Not to Exceed (NTE) to \$525,000
- ii. Authorization to Exercise the First Option Year of Contract 22-C28 with Voya Retirement Insurance and Annuity Company for Retirement Plan Administration and Recordkeeping Services

D. Miscellaneous

- i. Authorization to Reappoint Michelle Daley to Pension Trustee and Administrative Committee Boards and Adoption of Resolution 24-010
- ii. Authorization to Enter into an Interlocal Agreement with Orange County for the International Drive Transit Project

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

7. Action Agenda

A. Authorization to Implement the December 8, 2024, Service Changes

Chair Janer recognized Bruce Detweiler, Manager of Service Planning, to make the presentation. Mr. Detweiler stated that route changes are necessary to service the new Pine Hills Transfer Center. Service efficiency was improved with schedule analysis and adjustments. Changes were made to accommodate County budget requirements, and frequency and service span improvements were made through the Accelerated Transportation Safety Program with Orange County.

Public outreach was conducted for the Service Changes with notification on the LYNX website and social media. Notices were placed at key stops and terminals. Due to the size of the change, eight information sessions were held.

Secretary Tyler questioned the changes for Link 155, which services the Tupperware SunRail station, to monitor the surge in traffic. He is concerned that during peak times, there will not be enough vehicles to service the station. Mr. Detweiler stated that the ridership is low enough that the NeighborLink can absorb the line changes. If there are issues, LYNX will make sure that there are vehicles available during peak times. Secretary Tyler also asked if the service change from Sand Lake to the airport would be increasing or decreasing service in the future. Mr. Detweiler stated that ridership on those routes have gone up significantly, and in some cases has doubled. Currently the route has service every fifteen minutes, and there are no planned changes.

Mayor Demings made a motion for Authorization to Implement the December 8, 2024, Service Changes. Second by Secretary Tyler. Motion passed unanimously.

8. Information Items

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

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

9. Monthly Reports

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

- A. Communications Report – September 2024
- B. Monthly Financial Report – July 2024
- C. Paratransit Report – September 2024
- D. Ridership Report – August 2024

10. Other Business

No other business was discussed.

11. Adjourned:

The meeting adjourned at 1:26 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the October 24, 2024, 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: David Burrowes
Chief Operations Officer
Reinaldo Quinones
Technical Contact

Phone: 407.841.2279 ext: 6161

Item Name: Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor uniforms.

BACKGROUND:

Per the Union Contract, bus operators receive a yearly uniform allowance to be used for the purchase of shirts, pants, jackets, caps and other authorized items from the authorized supplier who is currently DesignLab, Inc. The second option year of the contract will expire February 14, 2025.

At the July 22, 2021, Board of Director's meeting, staff received authorization to release a Request for Proposal (RFP) for operator uniforms. The RFP was released August 20, 2021. In January of 2022, the Board awarded Contract 22-C39 to DesignLab, Inc. for the provision of uniforms. The contract was for three (3) years with two (2) one (1) year options.

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 (Race Neutral).

LYNX Board Agenda

FISCAL IMPACT:

The approved FY2025 Operating Budget has \$321,668 for uniform allowance for Transportation uniforms.

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Consent Agenda Item #6.A. ii

To: LYNX Board of Directors

From: Terri Settington
Director Of Human Resources
Terri Settington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services.

BACKGROUND:

Background checks are a vital part of the employment process to assist in hiring the best possible candidate. As part of our hiring process, LYNX conducts a comprehensive background check on every new hire. Because obtaining a comprehensive criminal history check involves accessing numerous sources of information where challenges in getting this information can vary from state to state and county to county, performing these checks in-house is not cost effective. Therefore, due to the volume of background checks needed and the complexities involved, LYNX uses a third-party provider whose business it is to conduct background checks.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal is established for this solicitation. Proposers are encouraged to make every attempt to obtain participation of certified DBEs and other small businesses.

LYNX Board Agenda

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$60,000 for Pre-Employment Background Screening and Related Services.

LYNX Board Agenda

Consent Agenda Item #6.B. 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 LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete Improvements

Date: 12/12/2024

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 LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete Improvements.

BACKGROUND:

The LOC B building and concrete bus parking area were completed in 2007. Since then, the concrete in this area has experienced substantial deterioration, primarily due to high bus loads compounded by water infiltration through surface cracks which developed insufficient subbase conditions. Notable failures and visible cracking, particularly in the concrete entrance driveway, may adversely affect ongoing bus maintenance and, if left unaddressed, could lead to further degradation and increased future repair costs to maintain it in a state of good repair.

In conjunction with the planned security gate repair, which requires concrete demolition, it is proposed to improve the concrete condition in this area to ensure long-term durability. The project also includes a median.

At a high level, the proposed project scope includes: temporary barriers and phased construction to prevent obstruction to bus entrance and operations, concrete demolition, installation of a new subbase, reinforced concrete, electrical conduits for a potential future gate, flexible delineators, and pavement markings.

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The Approved FY2025 Capital Budget includes \$400,000 for concrete for the LOC B entrance. This project is 100% funded through Federal Grants.

LYNX Board Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Award Contract 25-C042 to CDM Smith, Inc. for Construction Engineering and Inspection Services to Support Existing Contracts for a Total Not to Exceed Amount of \$2,000,000

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award Contract 25-C042 to CDM Smith, Inc. for Construction Engineering and Inspection Services to support existing contracts for a not to exceed amount of \$2,000,000.

BACKGROUND:

On August 24, 2023, the LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Construction Engineering and Inspection (CEI) Services to support existing contracts due to a need for a third A & E firm when additional funding sources become available for capital projects.

The RFP was released on April 10, 2024. All bids were due on June 5, 2024. A Source Evaluation Committee (SEC) was held on August 21, 2024, to rank the firms.

At the September 2024 Board of Directors meeting, the Chief Executive Officer (CEO) or designee was approved to move forward with the SEC rankings and initiate negotiations with CDM Smith, Inc. In accordance with Fla. Stat. 287.055, the award of contract is the final step in this process.

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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 (Race Neutral).

FISCAL IMPACT:

The FY2025 Capital Budget includes \$2,810,000 for projects requiring Construction Engineering and Inspection (CEI) Services. This project is 100% Federally funded.

LYNX Board Agenda

Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Award Contract 25-C043 for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Bus Passenger Terminal to Helman Hurley Chavart Peacock Architects, Inc. for a Not to Exceed of \$920,788 /Subject

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award Contract 25-C043 to Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Bus Passenger Terminal for a Not to Exceed of \$920,788.

BACKGROUND:

At the April 27, 2023, the Board of Directors meeting, LYNX was authorized to issue a Request for Proposal (RFP) for Architecture and Engineering Services for replacement of the windows at the LYNX Central Station Building and Bus Passenger Terminal.

The RFP was released on January 2, 2024. All proposals were due back on April 12, 2024, and a Source Evaluation Committee (SEC) was held on July 18, 2024, to rank the firms.

At the July 2024 Board of Directors meeting, the Chief Executive Officer (CEO) or designee was approved to move forward with the SEC rankings and initiate negotiations with Helman Hurley Chavart Peacock Architects, Inc. (HHCP). In accordance with Fla. Stat. 287.055, the award of contract is the final step in this process.

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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 (Race Neutral).

FISCAL IMPACT:

The FY2025 Approved Capital budget includes \$6,574,000 for Window Replacement at LYNX Central Station Building and Passenger Terminal. This project is 100% funded through the Federal Resiliency Grant and the Federal Protect Grant.

LYNX Board Agenda

Consent Agenda Item #6.D. i

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: **Authorization to Exercise the First Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) and Increase the Not to Exceed to \$206,500**

Date: 12/12/2024

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-C30 with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) for insurance agent and brokerage services and increase the not to exceed (NTE) to \$206,500 to cover the first option year agreed to contract cost of \$39,000.

BACKGROUND:

On December 9, 2021, the LYNX Board of Directors approved the award of Contract 22-C30 for insurance agent and brokerage services with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) for three (3) years with two (2) one (1) year options with a not to exceed of \$167,500. The initial term of Contract 22-C30 expires on December 6, 2024.

LYNX uses Gallagher to market, negotiate, and procure insurance coverages for its expected exposures.

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 (Race Neutral).

LYNX Board Agenda

FISCAL IMPACT:

The FY2025 Proposed Operating Budget includes \$39,000 for third party administration services.

LYNX Board Agenda

Consent Agenda Item #6.D. ii

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: Authorization to Exercise the First Option Year of Contract 22-C34 with Cannon Cochran Management Services, Inc. (CCMSI) and Increase the Not To Exceed (NTE) to \$1,733,039

Date: 12/12/2024

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-C34 Third Party Administration services for Workers' Compensation, Tort, Public Liability, and subrogation of claims and increase the not to exceed (NTE) to \$1,733,039.

BACKGROUND:

On December 9, 2021, the LYNX Board of Directors approved the award of Contract 22-C34 for Third Party Administration services for Workers' Compensation, Tort, Public Liability, and subrogation of claims to Cannon Cochran Management Services, Inc. (CCMSI) for three (3) years with two (2) one (1) year options with a not to exceed of \$ 1,440,039. The initial term of Contract 22-C34 expires on December 20, 2024.

LYNX uses CCMSI to assist in the resolution of third party and workers' compensation claims as well as subrogation recoveries.

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 (Race Neutral).

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FISCAL IMPACT:

The FY2025 Proposed Operating Budget includes \$293,000 for third party administration services.

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Consent Agenda Item #6.D. iii

To: LYNX Board of Directors

From: Elvis Dovalos
Director Of Maintenance
Elvis Dovalos
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract 23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance and Increase the Not to Exceed (NTE) to \$280,000

Date: 12/12/2024

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 23-C46 with PYE-Barker Fire & Safety, LLC for transit vehicle fire suppression system inspection and maintenance services and increase the not to exceed (NTE) to \$280,000.

BACKGROUND:

On December 15, 2022, the LYNX Board of Directors approved the award of Contract 23-C46 to PYE-Barker Fire & Safety, LLC, for the provision of transit bus engine compartment fire suppression system inspection and maintenance services for two (2) years with three (3) one (1) year options with a not to exceed of \$210,000. The initial term of Contract 23-C46 expires on January 22, 2025.

The LYNX Vehicle Maintenance Division maintains a fleet of 297 gasoline, CNG and diesel-powered transit buses, and all are equipped with engine compartments and CNG fuel cylinder fire suppression systems. The Amerex, Kidde and Fogmaker fire suppression systems are the current on-board fire suppression systems used in the LYNX fleet. They are used in the event of a catastrophic fire in the engine compartment or CNG fuel storage locations. The services

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requested will 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.

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 (Race Neutral).

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$102,000 for the provision of transit bus engine compartment fire suppression systems inspection and maintenance services.

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Consent Agenda Item #6.D. iv

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Communications
Matthew Friedman
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Authorization to Extend Contract 20-C37 with Enterprise Leasing Company for Vanpool Management Services

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend Contract 20-C37 with Enterprise Leasing Company for Vanpool Management Services through February 28, 2025.

BACKGROUND:

The LYNX Vanpool program was developed 30 years ago to provide additional commuter options for the Central Florida community to get to work. The Vanpool program offers individuals who live and work in the same area an affordable rideshare transportation option. LYNX is the program administrator while the services are currently managed day to day by Commute with Enterprise.

The Vanpool program consists of rideshare matching process, assisting employers with the implementation of commuter programs and formation of Vanpool groups as well as maintaining ridership and Vanpool participation.

On December 5, 2019, at the LYNX Board of Directors meeting, staff received authorization to Negotiate and Execute Contract 20-C37 for Vanpool Support for Three (3) years with the Option to extend Two (2) One (1) year period.

On May 23, 2024, at the LYNX Board of Directors meeting, staff received authorization to release a Request for Proposal (RFP) for Vanpool Management Services. The current contract

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second year option of 20-C37 is set to expire December 31, 2024. This extension request will allow staff adequate time to complete the procurement process.

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 Approved Operating Budget includes \$360,000 for anticipated Vanpool management service expenses.

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Consent Agenda Item #6.E. i

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 Purchase Thirty (30) Replacement Vehicles for ACCESS LYNX Paratransit Services with a Not to Exceed (NTE) Amount of \$5,300,000

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase a total of Thirty (30) Paratransit Vehicles, replacing similar vehicles ready for surplus. The proposed vehicle procurements have been budgeted in the FY2025 Capital Asset Budget with a Not to Exceed (NTE) amount of \$5,300,000.

BACKGROUND:

This procurement will support the replacement of vehicles currently in the ACCESS LYNX fleet that have outlived their useful life in both age and mileage. The vehicles will be purchased through the Florida Department of Transportation's Transit Research Inspection Procurement Services (TRIPS) program. The replacement vehicles will lower maintenance costs and enhance the quality of service provided to ACCESS LYNX customers. All the vehicles will be outfitted with appropriate lifts, seating, and securement systems to be ADA compliant. Additionally, each vehicle will be outfitted with a 4 Camera Surveillance System paid for by separate grant funding.

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Paratransit Vehicles	Quantity	Cost/Vehicle	Total
Paratransit - Replacement	30	\$169,938	\$5,098,140
*4 Camera Surveillance System per unit. Grant	30	*\$4072.00	*\$122,160
Total Paratransit Vehicle Cost			\$5,220,300

*Procurement funded through separate FTA Grant entitled "Procurement, Installation & Maintenance Surveillance Cameras

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal is established for this purchase.

FISCAL IMPACT:

The FY2025 Approved Capital Budget includes \$5,300,000 for the purchase of replacement paratransit vehicles and the purchase of cameras and other equipment. This procurement of paratransit vehicles is contingent upon the allocation of Federal and State funding.

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Consent Agenda Item #6.E. ii

To: LYNX Board of Directors

From: Terri Settington
Director Of Human Resources
Terri Settington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Enter into a Cooperative Purchase Agreement with BMG Money, Inc. for Employee Voluntary Payroll Deduction Loan Services

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Cooperative Purchase Agreement with BMG Money, Inc. for Employee Voluntary Payroll Deduction Loan Program Services.

BACKGROUND:

As an employer, LYNX provides an array of benefit plans and programs to its employees. LYNX previously piggybacked on the City of Sanford's Contract with BMG Money, Inc. to provide and administer a voluntary loan program to assist employees who may be living paycheck to paycheck and who may not have access to cash, loans or other traditional credit options. These voluntary loans assist employees who may have experienced unexpected emergency expenses, increased health care costs or need funding for major household items.

Employees must be active full-time or part-time employees who have been employed by LYNX for a continuous one-year time period. Participating employees will make loan payments via automated payroll deductions.

There is no cost to LYNX to administer this employee voluntary loan program. LYNX does not pay any fees, contributions, assessments, premiums or charges of any kind whatsoever. LYNX is reimbursed for its administrative costs associated with this program.

LYNX Board Agenda

Some of the voluntary loan program terms and conditions are:

- Provide loans of up to \$5,000 dollars via a fast and convenient online application and approval process.
- Must provide mandatory financial education providing debt management, instruction on responsible borrowing and financial literacy community outreach.
- Repayment of the loans shall be through installments, which shall be available anywhere from six (6) months to twenty-four (24) months in duration and will be automatically deducted from each of the employee applicant's paychecks, until such time when the loan is completely paid off.
- The contractor shall assume any and all liability associated with said loans, inclusive of loans pertaining to employee applicants no longer under the Authority's employment, whether due to resignation, termination or otherwise.
- Employees can pay off loan(s), in full or partially, at any time with no prepayment penalties.
- The annual interest rate is 23.99%.

LYNX shall bear no liability or risk against any risk or credit losses from the program's implementation and operation LYNX shall not be guarantors or secondary liable in any manner for the repayment of the voluntary loans and responsibility for all such voluntary loans shall be strictly and solely the employee applicant's and BMG Money, Inc.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact since this is an employee benefit that is paid 100% through an employee payroll deduction.

LYNX Board Agenda

Consent Agenda Item #6.E. iii

To: LYNX Board of Directors

From: Terri Settington
Director Of Human Resources
Brian Anderson
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Amend the LYNX Deferred Compensation Plan and Adoption of Resolution 24-012

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to amend the LYNX Deferred Compensation Plan to approve the creation of a Loan Program and adoption of Resolution No. 24-012.

BACKGROUND:

Description of the Plan: The LYNX Deferred Compensation Plan ("Plan") provides an optional means for employees to save more for their retirement through tax-deferred elective deferrals from their wages. The Plan is generally available to all employees of LYNX, including those represented by the Amalgamated Transit Union AFL-CIO Local 1596 ("drivers/maintenance union") and Amalgamated Transit Union Local 1749 ("supervisors' union").

Proposed Plan Change: From time to time it may be necessary or desirable to amend the Plan to provide additional options to participants for use of their Plan benefits.

Subject to the requirements of applicable federal tax, the Plan may offer a Loan Program to allow participants to borrow funds on a nontaxable basis from the participants' Plan accounts at a reasonable interest rate. Further, the interest payments that participants make when repaying loans are deposited into their own Plan accounts, such that the participants are paying themselves back with interest to augment their retirement savings.

LYNX Board Agenda

Many governmental employers, including the State of Florida and Orange County, offer a Loan Program in their deferred compensation plans.

To adopt a Loan Program for the Plan, the governing Plan document must be amended to permit loans pursuant to a Loan Policy. The Loan Policy is a written document that would set forth the Loan Program's rules and operational details and would be adopted by the Plan's Administrative Committee as the designated party to carry out the duties of the Plan Administrator. Additionally, to implement a Loan Program for the Plan, LYNX must execute a service agreement with the Plan's service provider, Voya Retirement Insurance and Annuity Company ("Voya"), to allow Voya to assist with administering the loans.

Fiduciary Review: At its public regular and special meetings held on November 12, 2024, the Plan's Administrative Committee reviewed (i) the federal tax law requirements for Plan loans, (ii) the Loan Program administrative platform offered by Voya, and (iii) Voya's contractual terms for a Loan Program. The Plan's Administrative Committee proposes to adopt the following initial key Loan Program design parameters if LYNX authorizes the creation of the Loan Program:

- *Number of Loans Outstanding.* The maximum number of Plan loans that a participant may have outstanding at any time will be two (2), consisting of one (1) loan to purchase a primary residence and one (1) general purpose (i.e., non-residential) loan. There will be no waiting period between the time a participant pays off a loan and the time the participant may initiate a new loan. If a participant defaults on a Plan loan, the participant will not be permitted to initiate another loan of the same type until the defaulted amount is repaid.
- *Loan Amounts.* The maximum loan amount will satisfy the computation formula under the U.S. Treasury Regulations, with a minimum loan amount of \$1,000 and a maximum loan amount of \$50,000.
- *Loan Term.* The maximum term of a general purpose loan will be 57 months and the maximum term of a residential loan will be 60 months.
- *Interest Rate.* Loan interest rates will be fixed (not variable). The fixed interest rate for a new loan will be based on the Prime Interest Rate published in the Wall Street Journal on the last business day of the immediately prior month, plus 1%.
- *Fees.* The participants who take Plan loans will pay Voya's fees for administrative services, which fees are currently \$75 for initiation of a loan and a \$25 annual loan maintenance fee thereafter while the loan is outstanding.
- *Repayment Timing and Method.* Participants will repay their loans via a Voya-initiated ACH debit from the participants' bank accounts on a bi-weekly basis, which coincides with payroll frequency. The grace period for an underpaid or missed loan repayment will be the last business day of the calendar quarter following the calendar quarter in which the loan repayment was due.

LYNX Board Agenda

- *Repayment Following Employment Termination.* Participants will be permitted to continue to make loan repayments after employment termination, provided, however, that if a participant takes a complete distribution of the participant's Plan account, the loan will be automatically defaulted.
- *Prepayment.* Prepayment of the full loan amount will be permitted at any time without penalty, but partial prepayments will not be allowed (Voya's platform cannot process partial prepayments, which is the case for many service providers).
- *Spousal Consent.* Spousal consent will not be required for a participant to take a loan.
- *Loan Authorization and Monitoring.* Voya will be primarily responsible for in-take and processing of loan applications (including via the phone and web), authorizing loans in accordance with the Loan Policy and applicable federal law, calculating loan repayment amounts based on level amortization and the applicable interest rate, providing the contractual documentation for loans (such as the promissory note and security agreement) and obtaining the participants' execution of that documentation, providing required legal notices to participants about loans, reflecting participant loan activity on the participants' quarterly Plan account statements, monitoring loans for default on a monthly basis, communicating with participants concerning potential loan defaults (including the grace period and potential adverse income tax consequences of a default), communicating with participants about defaulted loans, and performing income tax reporting for loan defaults, deemed distributions, and offsets.
- *Florida Documentary Stamp Tax.* The position of the State of Florida's Department of Revenue is that the one-time documentary stamp tax applicable to promissory notes executed or delivered in Florida is due with respect to loans from retirement plans. For a loan program that permits loan amounts ranging from \$1,000 to \$50,000, the one-time tax ranges from \$3.50 to \$175.00. A participant who fails to pay the tax on a retirement plan loan is exposed to financial penalties and possible first degree misdemeanor charges. This is a tax that is unique to Florida and accordingly, Voya (like many other national service providers) does not provide administrative support for the payment of the tax. To assist participants with tax compliance, and as a condition of their participation in the Loan Program, LYNX will calculate and deduct the tax from a participant's paycheck following the participant's receipt of the loan proceeds and LYNX will file the reporting form and remit the tax funds to the State.

If LYNX authorizes the creation of the Loan Program, the Plan's Administrative Committee will monitor the utility and effectiveness of the Loan Program, and based on the actual experience, may determine that it is in the best of the Plan and participants to change certain program design details in the future.

Collective Bargaining: With respect to the Plan, the current collective bargaining agreement with the drivers/maintenance union merely provides that (i) LYNX is required to make a matching contribution to the LYNX Defined Contribution Plan for BU Employees based on elective

LYNX Board Agenda

deferrals that certain employees choose to make to the Plan, and (ii) the menus of investment options for selection by participants in the Plan and the LYNX Defined Contribution Plan for BU Employees are required to be substantially similar. Since the proposed addition of an optional Loan Program does not affect the elective deferral opportunity under the Plan (nor the corresponding employer matching contribution to the LYNX Defined Contribution Plan for BU Employees), and does not affect the investment menu of the Plan, it does not require collective bargaining.

Under the current collective bargaining agreement with the supervisors' union, employees represented by that union participate in the Plan on the same terms and conditions that apply to the administrative employees generally. Further, under the current collective bargaining agreement with the supervisors' union, LYNX has the right to amend the Plan, and any Plan amendment that applies to all administrative employees will automatically also apply to all employees who are represented by that union. Since the proposed addition of the Loan Program to the Plan is a change that would apply to all administrative employees, it would automatically also apply to all employees represented by the supervisors' union, without the need for collective bargaining.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this matter.

FISCAL IMPACT:

The proposed creation of the Plan Loan Program will not increase the Plan's benefits or costs to the employer, and therefore there is no fiscal impact to LYNX as a result of the proposed change.

CFRTA RESOLUTION NO. 24-012

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
DEFERRED COMPENSATION PLAN**

WHEREAS, LYNX, as the sponsoring employer, previously established the LYNX Deferred Compensation Plan ("Plan") effective March 17, 1994, and last amended and restated the Plan's governing documents in their entirety effective January 1, 2022; and

WHEREAS, LYNX has the right to further amend the Plan at any time; and

WHEREAS, from time to time it is necessary or desirable to amend the Plan to provide additional options to participants for use of their Plan benefits; and

WHEREAS, as permitted by applicable federal tax law, the Plan may offer a Loan Program to allow participants to borrow funds on a nontaxable basis from the participants' Plan accounts at a reasonable interest rate; and

WHEREAS, it has been proposed that LYNX authorize the creation of a Loan Program for the Plan; and

WHEREAS, to create a Plan Loan Program, the Plan's governing plan document must be amended; and

WHEREAS, a Plan Loan Program would be governed by a written Loan Policy, to be adopted by the Plan's Administrative Committee, setting forth the rules and operational details for the Loan Program; and

WHEREAS, the Plan's recordkeeper and administrative service provider, Voya Retirement Insurance and Annuity Company ("Voya"), is able to provide administrative support for a Plan Loan Program, subject to execution of an administrative service agreement with LYNX concerning the operation of the Loan Program; and

WHEREAS, LYNX wishes to authorize the creation of a Loan Program for the Plan.

CFRTA RESOLUTION NO. 24-012

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
DEFERRED COMPENSATION PLAN**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX CEO is hereby authorized and directed to execute, for and on behalf of LYNX, a formal written amendment to the governing document for the LYNX Deferred Compensation Plan, to permit loans from the Plan with such effective date, as the LYNX CEO, in consultation with the Plan's Administrative Committee, determines is practicable.
2. The Plan's Administrative Committee is hereby authorized and directed to adopt a Loan Policy for the Plan's Loan Program, with such terms as the Plan's Administrative Committee, in consultation with the LYNX CEO or her delegee, determines are reasonable and appropriate, and to amend the terms of the Plan's Loan Policy from time to time as the Plan's Administrative Committee, in consultation with the LYNX CEO or her delegee, determines is reasonable and appropriate.
3. The LYNX CEO is hereby authorized and directed to execute, for and on behalf of LYNX, an administrative service agreement with Voya for the operation of the Plan's Loan Program, with such terms as the LYNX CEO, in consultation with the Plan's Administrative Committee, determines are reasonable and appropriate.
4. The LYNX CEO, with such assistance as she may require from the Plan's Administrative Committee, the Plan's Board of Trustees, and/or LYNX Human Resources, Finance, or Accounting personnel, is authorized and directed to take all other action as she determines necessary or desirable to effectuate these resolutions.
5. Any and all actions heretofore or hereinafter taken by the Plan's Administrative Committee, the Plan's Board of Trustees, the LYNX CEO, and/or LYNX Human Resources, Finance, or Accounting personnel in connection with any and all of the matters addressed in these resolutions are hereby confirmed and ratified as properly authorized acts of LYNX.

**CFRTA RESOLUTION NO. 24-012
RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
DEFERRED COMPENSATION PLAN**

APPROVED AND ADOPTED this 12 day of December, 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chair

ATTEST:

Secretary

NTD: The selections below are the proposed loan program terms to incorporate into a services agreement (or amendment to the existing agreement) to add support for a Loan Program for the LYNX Deferred Compensation Plan, a 457(b) plan with Voya plan number 664636. The yellow highlighting below was contained in the original template provided by Voya.

RETIREMENT PLAN SERVICES AGREEMENT

This Agreement is made and entered into this ## day of Month, Year, by and among Plan Sponsor, (the "Plan Sponsor") and Voya Retirement Insurance and Annuity Company ("VRIAC"), a corporation organized and existing under the laws of the State of Connecticut and Voya Financial Partners, LLC a limited liability company organized and existing under the laws of the State of Delaware and registered as a broker-dealer under the federal securities laws (the "Broker-Dealer"). VRIAC and the Broker-Dealer are hereinafter collectively called the "Contractor". This Agreement governs the services the Contractor will provide to 457 Plan Name (the "457(b) Plan"), the 401 Plan Name (the "401(a) Plan"), the 403 Plan Name (the "403(b) Plan") and unless specified otherwise, will collectively be referred to herein as the "Plan". This Agreement is separate and apart from any other contract issued to the Plan or Plan Sponsor by VRIAC, including any group annuity contract, funding agreement, or custodial / trust agreement.

RECITALS

WHEREAS, the Plan will be construed, administered and enforced according to the Internal Revenue Code (the "Code") and the laws of the jurisdiction of issue identified in section 5.06; and

WHEREAS, the Plan Sponsor has selected certain investment products offered or otherwise made available by or through VRIAC or the Broker-Dealer, respectively, for the investment of the Plan's assets (the "Program"); and

WHEREAS, the Plan Sponsor further wishes to engage the Contractor as an administrative service provider to facilitate the administration of the Plan by providing services that shall include without limitation, accounting for deferrals or contributions, disbursement of funds, withholding of taxes, investment education, retirement counseling, investment of assets in the appropriate Plan investment options and proper recordkeeping of participant accounts; and

WHEREAS, the Contractor wishes to provide such administrative services to the Plan.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties do hereby agree as follows:

Plan Name(s)

Schedule B: Loan Program

Terms of Contractor's Loan Program ("Loan Program"):

- Types of Loans Permitted – select all that apply.
 - General Purpose
 - Residential
- Maximum number of loans that may be outstanding at any time.
 - 1 General Purpose
 - 1 Residential
 - 2 Total (regardless of type of loan and assuming participant has no prior loan that has been deemed distributed, i.e. in default)

- Permitted Frequency – Default is no restrictions on how often a participant may request a loan as long as the maximum number of loans is not exceeded. If Plan provides for a restriction on frequency, it is to be noted below. Leave blank if no restriction.
 - One General Purpose loan every Leave Blank (No Restriction) months.
 - One Residential loan every Leave Blank (No Restriction) months.
- Minimum Loan Amount - Indicate the minimum loan amount pursuant to this Loan Program **\$1,000**.
- Minimum Loan Amount - Indicate the minimum loan amount by type of loan pursuant to this Loan Program
 - General Purpose **\$1,000**
 - Residential **\$1,000**
- Maximum Loan Amount - the maximum amount of a loan made pursuant to this Loan Program shall be an amount which, when added to the outstanding balance of any other loans to the participant from the Plan and any other qualified plan of the Employer, does not exceed the lesser of:
 - (i) \$50,000 reduced by the excess (if any) of
 - a) the highest outstanding balance of loans from the Plan to the participant during the one year period ending on the day before the date on which such loan is made, less
 - b) the outstanding balance of loans from the Plan to the participant on the date on which such loan was made, or
 - (ii) one-half (1/2) of the present value of the non-forfeitable accrued benefit of the participant under the Plan.
 - For purposes of this limit, all plans of the Employer shall be considered one plan, to the extent required by Section 72 of the Internal Revenue Code, and the balance of all loans under any plan of the Employer under which the individual participates must be aggregated in determining the maximum loan available from the Plan. The Employer will be responsible for confirming the accuracy of the loan amount available for participant and has an outstanding loan balance with an Employer sponsored plan that is not administered by the Contractor.
 - **All assets under the participant's Account with the Contractor will be considered in determining the maximum loan amount available.**
 - **Loan fee/Loan Initiation Fee shall be deducted from the participant's total account balance before determining the maximum loan amount available. [NTD: Later, this document indicates that the loan initiation fee is \$75.]**
- Loan Interest Rate – the interest rate used for loans from your Plan must be commensurate with interest rates currently charged by persons in the business of lending money for loans which would be made under similar circumstances.

The Contractor will set the loan interest rate on the first business day of each calendar month following the month in which a change in the loan interest rate index occurs. Changes to the loan rate will be applicable to loans issued on or after the first business day of the month following the month in which the rate is changed. The index for establishing the loan interest rate for the Plan is as follows. Select one of the following options:

- The Prime Interest Rate published in the Wall Street Journal on the last business day of each month.
- Moody's Corporate Bond Yield Average – Monthly Average Corporates, as published by Moody's Investors Service, Inc. on the last business day of each month.

The following adjustment factor is to be added to the indexed interest rate for loans issued under the Plan. Select one of the following options.

- No adjustment
- 0.5% (one-half percent)
- 1.0% (one percent)
- 1.5% (one and one-half percent)
- 2% (two percent)
- 2.5% (two and one-half percent)
- Other (specify)* _____

* Subject to the Contractor's underwriting review and approval.

- Loan Repayment Frequency - The loan repayment frequency will be used to amortize the loan and calculate loan repayments. The loan repayment frequency will be determined by the payroll frequency. Check all that apply. If more than one frequency is checked, indicate the payroll location name or number to which the frequency applies.

<input type="checkbox"/>	Frequency	Location Name or Number (list all that apply)
<input type="checkbox"/>	Weekly	_____
<input checked="" type="checkbox"/>	Bi-weekly	_____
<input type="checkbox"/>	Semi-Monthly	_____
<input type="checkbox"/>	Monthly	_____
<input type="checkbox"/>	Annually	_____

- Loan Repayment Method – Select one of the following options.
 - Payroll deduction, subject to the Loan Repayment Following Separation from Service option shown below.
 - ACH debit to the participant's bank account**
- Loan Repayment Following Separation from Service – Are participants that have separated from service permitted to continue loan repayments?
 - Yes – Plan Sponsor understands and agrees to the conditions noted below.
 - No

Conditions:

1. Must be permitted under the Plan document.
 2. Plan Sponsor is responsible for providing the Contractor with any and all participant termination data in a mutually agreed upon electronic format.
 3. **Loan repayments for participants that have separated from service will be made via ACH Debit to the participant's bank account.**
 4. Should the participant take a full distribution of his or her account balance, the outstanding loan will be automatically defaulted.
- Prepayment - Prepayment of the full loan amount will be allowed at any time, without penalty. **Partial loan prepayments are not permitted.**
 - **Loan payoffs received by ACH or check, if applicable, are subject to a seven business day hold which may impact loan availability**
 - Maximum loan repayment period – Internal Revenue Code section 72(p) requires a plan loan be repaid in full no later than 5 years from the date of the loan (except for a loan used to acquire a principal residence of the plan participant). Accordingly, it may be necessary to provide for a loan repayment term that is less than 60 months in order to meet the Code section 72(p) requirement (e.g., 57 or 58 months, etc.).

General Purpose	<u>57</u>	(maximum of 57 months.)
Residential	<u>60 [5 years]</u>	(maximum of 360 months.)
 - Investment of Loan Repayments - **Loan repayments will be allocated in accordance with the participant's current contribution investment allocation instructions on the date a loan repayment is received in good order.**
 - Loan Default Restrictions - If the participant defaults on any loan under the Plan, the participant shall not be allowed to initiate another loan of that type under the Plan until the defaulted amount is repaid.
 - Loan Initiation Fee - The Contractor shall charge a one-time fee to the participant at the time of loan for services rendered under this Loan Program, in the amount of ~~\$75100~~ per loan.
 - **Annual Loan Administration Fee - The Contractor will charge an ongoing annual administration fee in the amount of \$25 to the Participant's account for each outstanding loan for the Participant under this Loan Program.**
 - Money Source Withdrawal Sequence
The withdrawal or liquidation sequence for money sources available to fund a loan from the **457 Plan** is identified below.
 - Employee Elective Deferrals
 - Rollovers from another 457 Plan

Rollovers from a 401(a)/(k) or 403(b) Plan or IRA
Other (Please specify) N/A – Default sequence is fine.

The withdrawal or liquidation sequence for money sources available to fund a loan from the 401(a) Plan is identified below.

Employee Elective Deferrals
Employee Mandatory Contribution
Employer Contribution
Rollover
After-tax Contribution
Other (Please specify) _____

The withdrawal or liquidation sequence for money sources available to fund a loan from the 403(b) Plan is identified below.

Employee Elective Deferrals
Employee Mandatory Contribution
Employer Matching Contribution
Employer Discretionary Contribution
Other Employer Contribution
Rollover
After-tax Contribution
Other (Please specify) _____

- Fund Withdrawal Sequence – money will be withdrawn from participant investment options on a pro-rata basis. the <<Fund Name – Share Class>> (fund #XXXX) is the designated 403(b)(7) Loan Investment Option. The designated 403(b)(7) Loan Investment Option is to be used to initially fund a loan. To the extent the amount in the designated 403(b)(7) Loan Investment Option is insufficient to fund the loan, assets will be withdrawn from the participant's other investment options on a pro-rata basis. If this is still insufficient to fund a loan, an exchange from the 403(b)(1) annuity will be processed automatically.
- Spousal Consent – indicate if spousal consent is required for loans from the Plan
 Yes
 No
- Loan Authorization – indicate who will be responsible for authorizing loan disbursements. Select one of the following options:
 the Contractor, based on the loan provisions of the Internal Revenue Code Section 72(p), corresponding regulations and terms of the Loan Program as identified in this Schedule.
 Authorized Plan Sponsor representative
 Planwide Authorized
 Other Aggregator Authorized: (firm name) _____
 Other firm or individual's name) _____

Include the following bullet only if a Voya Administration service model is to be used for loans and spousal consent is not required. [NTD: Include, as both conditions are met.]

- Paperless Loan Processing – This service allows Plan participants to initiate general purpose loans online through a secure website or through a toll-free customer service line and receive a check directly from the Contractor without completing loan request paperwork. The loan provisions (Promissory Note and Truth and Lending Disclosure) are included on the check remittance. By endorsing the check, the participant accepts the terms of the loan.

Paperless loan processing service is not available if the Plan requires additional qualifying criteria for loans (e.g., hardships or unforeseeable emergency) or if the Plan requires spousal consent for loan requests. This service is not available for residential loan requests.

Plan Sponsor elects to utilize the Contractor's paperless loan processing service.

- Loan Default Monitoring – Where the Contractor is recordkeeping loans under the Plan, the Contractor will perform loan default monitoring as described herein. The loan default process will occur on the next to last business day of each month. This schedule allows us to effectively monitor and take action on loans that risk default. [NTD: The following Grace Period is fine to include in the Loan Policy:] The Plan Sponsor agrees that the Plan document shall identify the Grace Period as the last business day of the calendar quarter following the calendar quarter in which the loan repayment was due. You also agree to have the Contractor actively monitor and alert participants of potential loan defaults and defaulted loans.

[NTD: The following paragraph/selection options will be deleted. LYNX wishes for the Contractor (Voya) to perform the Loan Default Monitoring on the terms described in the above paragraph.] The Plan Sponsor will be responsible for loan default monitoring under the Plan as described herein. The Plan Sponsor agrees to monitor loans and direct the Contractor on actions to be taken regarding missed loan payments. It is the Plan Sponsor's responsibility to notify the Contractor when a loan is to be defaulted. It is the Plan Sponsor's responsibility to alert participants of potential loan defaults and defaulted loans. The grace period to be used to administer all existing and future loans will be as noted below. Select one of the following options:

- _____ months (cannot extend beyond the end of the quarter following the quarter the loan payment was missed.)
- The end of the quarter following the quarter the loan payment was missed.

- Trust Requirement - Loans extended under this Loan Program will be held in trust by Voya Institutional Trust Company.

Plan Sponsor Responsibilities:

- Ensure the Plan document and any applicable state/local law allows for loans to be administered in accordance with the terms of this Loan Program. **[NTD: Governing Plan Document amendment and written Loan Policy needed.]**
Include the following bullet if the Plan Sponsor has elected to authorize loan requests [NTD: N/A – LYNX wishes for Voya to authorize loan requests.]
- An authorized Plan Sponsor representative will determine if a requested loan may be made under the Plan, and notify the Contractor electronically through a secure website or in writing by signing and submitting the participant Loan Request form to the Contractor.
Include the following bullet if the Plan Sponsor has elected to have Voya authorize loan requests [NTD: Fine.]
- The Plan Sponsor will inform the Contractor of the any change to the provisions of the Loan Program (and thus the criteria for approving loans under the Plan) as identified in this Schedule.
Include the following 2 bullets if loans are to be repaid via payroll deduction, otherwise delete both bullet items. [NTD: N/A. Loan repayment will be via ACH.]
- Establish payroll deduction of loan repayment amount for each participant with an approved loan.
- Remit loan repayment amounts via the payroll submission tool being utilized by the Plan Sponsor on behalf of each active participant with an approved loan. The data provided is to include the loan identifier and repayment amount.
- Notify the Contractor of any participant with an outstanding loan who begins a leave of absence, either bona fide (for a period of not more than one year) or due to uniformed service (military duty) and for whom suspension of loan repayments will apply. The data provided is to include the type of leave, the start date and the end date.
Include the following bullet (and numbered items) if the Plan Sponsor has elected to monitor loan defaults [NTD: N/A – LYNX wishes for Voya to monitor loan defaults.]
- The Plan Sponsor will notify the Contractor, in writing when a participant loan should be defaulted. The Contractor will only default participant loans upon written direction from the Plan Sponsor. A confirmation statement will be sent to participants following the processing of a loan default. Each calendar quarter, the Contractor will provide the following reports to the Plan Sponsor through a secure web site:
 1. Report of all loans activity during the reporting period , including defaulted loans
 2. Report of all participants with an outstanding loan balance during the reporting period.

Contractor Responsibilities:

DELETE the following bullet if the Plan Sponsor has elected to monitor and set the loan interest rate [NTD: Do not delete the first bullet – LYNX wishes for Voya to to automatically update the interest rate for new loans each month based on the Prime + 1 interest rate specified above.]

- The Contractor will set the interest rate to apply to loans issued under the Plan. Such rate will be determined monthly for new loans. A loan will be processed using the rate in effect when the loan request package is sent to the participant. The loan request package and interest rate will be valid for a maximum of 30 days. The Contractor will reset the loan interest rate as indicated in the Loan Interest Rate section above. The rate will apply for the duration of the loan.
- **Process loans from a participant's account in accordance with the terms of the Loan Program and the loan request package.** The Contractor will rely on information provided by the Plan Sponsor or its designee to monitor regulatory limitations when issuing loans. The Contractor will not be responsible for any errors resulting from the failure of the Plan Sponsor or its designee to provide complete and accurate information.
- **Deduct the loan amount from the participant's account based on the Money Source Withdrawal Sequence selected above,** on a pro-rata basis across all current investment options within the participants account or such other method as agreed upon between Contractor and the participant.
- Generate reports, including a Loan Amortization Report, to be made available to the Plan Sponsor through a secure website. **If the Plan Sponsor has elected to utilize the Contractor's plan sponsor reporting by payroll location service, the Loan Amortization Report will be segregated by payroll location.**
- Furnish participants with quarterly account statements, reflecting loan activity since the prior statement date.
- Provide the Plan Sponsor with the loan repayment amount for each participant loan as determined by the level amortization calculation applicable to the amount of the loan, the repayment frequency, and selected repayment period. Loan repayment amounts will be provided through an automated periodic payroll feedback file as described in Appendix III to Schedule A.

Loans can be re-amortized only upon written direction from the Plan Sponsor and only if there has been a change in the **borrower's payroll frequency** or status. Outstanding loans cannot be refinanced.

- Upon notice from Plan Sponsor that a participant with an outstanding loan is on a qualifying leave of absence, loan repayments may be suspended for the maximum period permitted under IRS rules. Currently, IRS rules permit loan repayments to be suspended in the following circumstances:
 - A participant on a bona fide leave may suspend payments for up to one year if the pay received by the participant during this period is less than the amount of the installment payments required under the terms of the loan. However, the loan must still be repaid by the end of the loan term (i.e., the period of suspension will be less than one year if the loan was within one year of the final payment due date when the leave began).
 - A participant on a leave of absence due to performance of the uniformed services (as described under Internal Revenue Code Section 414(u)), may elect to suspend loan repayments for the period of uniformed service. In this **situation, upon the participant's** return from uniformed service, the loan repayment period will be extended by a period equal to the length of the uniformed service.

DELETE the following bullet if the Plan Sponsor has elected to do the loan default monitoring themselves. [NTD: Keep the following bullet because LYNX wishes for Voya to do the loan default monitoring.]

- The Contractor will monitor loan repayments and perform default processing if there is an outstanding balance after the scheduled loan maturity date or there is more than one scheduled loan repayment not received by the end of the Grace Period. Should this occur, the entire loan will be in default. Each month, we will generate a warning notification to any participant who has missed more than one loan repayment during the previous quarter or has an outstanding balance after the scheduled loan maturity date. The notification will describe the implications of missing a loan repayment and the date on which the loan will be defaulted unless a repayment is promptly received. At the same time, we will generate a series of loan reports as noted below to be made available to the Plan Sponsor through a secure website. **If the Plan Sponsor has elected to utilize the Contractor's plan sponsor reporting by payroll location service, these following reports will be segregated by payroll location.**
 1. Missed First Loan Payment Report – reflects loans with a first payment due during the current or previous month and have not had any loan payments applied.
 2. Delinquent Loans Report – reflects loans that had any missing payments during the current month.
 3. Loans Past Maturity Report – reflects loans that had a loan payoff/maturity date during the current month but have an outstanding loan balance.

4. Deemed/Offset Loans Report – reflects loans that were deemed or offset due to not being paid by the grace period applicable to the Plan.

On the last business day of the calendar quarter we will default any loan in which the grace period expires that day. A confirmation statement will be sent to participants for whom a loan default is processed.

- Compute and withhold federal and state income taxes, as required by law, for loan defaults or withdrawals from the Plan in order to repay outstanding loan amounts in full, in accordance with the Internal Revenue Code and applicable guidance. The Contractor will forward, within the applicable time limit, the appropriate information return reflecting the amount of the defaulted loan disbursement and taxes withheld to the appropriate taxing authority and to the participant.

LYNX Board Agenda

Consent Agenda Item #6.E. iv

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Transfer Five (5) Retired Buses to St. Lucie County

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer five (5) buses to St. Lucie County.

BACKGROUND:

LYNX Asset Management staff identified five (5) retired buses to transfer to St. Lucie County. This organization has expressed an interest in receiving these retired vehicles to provide transportation to the Port St. Lucie area. The County made a formal request on September 9, 2024 and their Board passed a resolution accepting the transfer from LYNX on Resolution number 2024-205 on October 15, 2024.

LYNX staff is preparing a submission to the Federal Transit Administration (FTA) for approval to waive or transfer any outstanding obligation associated with the vehicles and the related components. Upon Board of Directors approval, LYNX staff will continue to work with St. Lucie County's Area Regional Transit (ART) to facilitate the transfer of the vehicles. If the transfer of the vehicles is not successful, LYNX staff will then include them in the upcoming public auction.

LYNX Board Agenda

Vehicle Listing

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquired Value*	NBV*
12491	728	12/31/2007	RV	29' LF BRT -G27E102N2 Gillig Bus	9	\$289,014.00	\$0
12492	728A	12/31/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$19,636.00	\$0
12493	728B	12/31/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$17,247.00	\$0
13114	6-309	07/27/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646.00	\$0
13115	6-309A	07/27/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024.00	\$0
13116	6-309B	07/27/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,073.00	\$0
13120	8-309	07/29/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646.00	\$0
13121	8-309A	07/29/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024.00	\$0
13122	8-309B	07/29/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,073.00	\$0
13123	9-309	08/03/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646.00	\$0
13124	9-309A	08/03/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024.00	\$0
13125	9-309B	08/03/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,073.00	\$0
13138	14-309	08/06/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646.00	\$0
13139	14-309A	08/06/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024.00	\$0
13140	14-309B	08/06/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,174.00	\$0
Total						\$1,772,970.00	\$0

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The net book value of the five (5) diesel revenue vehicles and components is \$0. The potential FTA obligation is \$0.

LYNX Board Agenda

Consent Agenda Item #6.E. v

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Dispose of Lost and Found Items

Date: 12/12/2024

ACTION REQUESTED:

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

BACKGROUND:

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

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

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

LYNX Board Agenda

Lost and Found Articles Items to Donate or Auction

Article	Qty
Cellphone	271
Bag / Backpack	252
Bike	156
Wallet / Purse	120
Electronic	119
Clothing	107
Glasses	104
Umbrella	87
Thermos / Mug / Cooler	46
Books	40
Cane / Wheelchair	27
Tool	18
Watch	14
Toy	11
Jewelry	10
Grand Total	1383

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The net proceeds from this sale will be included in LYNX's FY2025 non-operating revenue.

LYNX Board Agenda

Consent Agenda Item #6.E. vi

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Christopher Plummer
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Approve an Assignment of Contract 20-C80 for Audit Services with MSL, P.A. to Forvis Mazars, LLP

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve an assignment of Contract 20-C80 for audit services with MSL, P.A. to Forvis Mazars, LLP.

BACKGROUND:

At the September 30, 2019, LYNX Board of Directors meeting, staff received authorization to issue a Request for Proposal (RFP) for Audit Services. The RFP was released January 10, 2020, and vendor responses were due February 28, 2020.

On September 24, 2020, the Board of Directors awarded a three (3) year contract with two (2) one (1) year renewal options to MSL, P.A. On May 25, 2023, the Board of Directors approved the first option year of the contract and on July 25, 2024 the Board of Directors approved the second option year.

The contractor has notified LYNX that Forvis Mazars, LLP will be acquiring its assets and that a number of the contractor's team members joined Forvis Mazars, LLP. LYNX staff met with the Contractor and confirmed that the personnel assigned to LYNX's contract have joined Forvis Mazars, LLP and that Forvis Mazars, LLP is qualified and able to perform the duties under the contract.

LYNX Board Agenda

Pursuant to Section 16(e) of the contract, the assignment and/or transfer of rights and/or obligations of the contractor must have written consent of LYNX. The parties have agreed that all obligations, responsibilities and duties under the contract will be the responsibility of Forvis Mazars, LLP and the terms of the contract will remain in full force and effect. MSL P.A. will retain its professional liability insurance coverage through the term of the Contract and has agreed to obtain tail insurance for five years following the closing of the transaction. The policy shall be approved by LYNX.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2025 Approved Amended Operating Budget includes \$118,000 for audit services.

LYNX Board Agenda

Consent Agenda Item #6.E. vii

To: LYNX Board of Directors

From: Terri Settington
Director Of Human Resources
Terri Settington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Negotiate a Contract with Akerman, LLP for Pension Legal Services

Date: 12/12/2024

ACTION REQUESTED:

Authorization by the Board of Directors to delegate to the Chairman the authority to negotiate a contract with Akerman, LLP for Pension Legal Services and to waive the competitive solicitation process provided for in LYNX Administrative Rule 4, Procurement and Contract Administration.

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 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 to this activity.

LYNX Board Agenda

FISCAL IMPACT:

The approved FY2025 Operating Budget includes \$100,000 For pension legal services.

LYNX Board Agenda

Consent Agenda Item #6.E. viii

To: LYNX Board of Directors

From: Terri Settingington
Director Of Human Resources
Terri Settingington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Negotiate a Contract with Gray Robinson, P.A. for Labor/Employment Legal Services

Date: 12/12/2024

ACTION REQUESTED:

Authorization by the Board of Directors to delegate to the Chairman the authority to negotiate a contract with Gray Robinson, P.A. for Labor/Employment Legal Services and to waive the competitive solicitation process provided for in LYNX Administrative Rule 4, Procurement and Contract Administration.

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 Florida Statute 287.057 which is the general law applicable to competitive procurements. Even if it were, Section 287.057 does not require competitive procurement of legal services. LYNX does not use federal funds to pay for its legal services, therefore federal law would not apply to the procurement of legal services.

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

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable to this activity.

LYNX Board Agenda

FISCAL IMPACT:

The approved FY2025 Operating Budget includes \$200,000 for Employment Law legal services.

LYNX Board Agenda

Consent Agenda Item #6.E. ix

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: Authorization to Approve the LYNX Board of Directors Meeting Dates for 2025

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval for the LYNX Board of Directors meeting dates for 2025.

BACKGROUND:

LYNX Administrative Rule 2 – Board Governance (Bylaws) states that the Governing Board shall annually establish a schedule for the LYNX Board of Directors. The LYNX Board of Directors typically holds its meetings on the fourth Thursday of the month. The meetings can be cancelled if there are no urgent or time-sensitive issues. The proposed dates for 2025 are as follows:

- January 23, 2025
- February 27, 2025
- March 27, 2025
- April 24, 2025
- May 22, 2025
- June 26, 2025
- July 24, 2025
- August 28, 2025
- September 25, 2025
- October 23, 2025
- December 11, 2025

LYNX Board Agenda

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

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Board Agenda

Action Item #7.A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) and Adoption of Resolution 24-011

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and adoption of Resolution 24-011 for the FY2025 Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program, and the Buses and Bus Facilities Section 5339 Program in the amount of approximately \$5,836,000.

This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Public Transportation Grant Agreements (PTGA) from FDOT originating from these programs, as well as any future amendments to the PTGA.

BACKGROUND:

On October 22, 2024, the Florida Department of Transportation conducted an open house to announce its funding solicitation and guidance for FTA's Section 5310-Enhanced Mobility of Seniors and Individuals with Disabilities Program, Section 5311-Formula Grants for Rural Areas Program, and Section 5339-Buses and Bus Facilities Program. These solicitations are due for submission on January 10, 2025. The submission is contingent on rural area eligibility based on the 2020 Census data.

LYNX Board Agenda

The funding programs are described as follows:

- **Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. 5310):** Provides formula funding to improve mobility for seniors and individuals with disabilities. The Fixing America's Surface Transportation (*FAST Act - continues under the Infrastructure Investment and Jobs Act aka "IIJ" Act*), expanded the eligibility of the 49 U.S.C. 5310 program funds to be used for operating expenses, in addition to capital expenses, for transportation services addressing the needs of seniors and individuals with disabilities.

LYNX intends to apply for both capital and operating projects in the amount of approximately \$1,200,000 for paratransit vehicles and approximately \$992,000 for the above and beyond paratransit service operations within rural areas. The matching requirements for this program remained the same: capital assistance is provided on an 80% Federal share, 10% state share and 10% local share, with operating assistance requiring a 50% match. These operating projects are part of our continuing mobility initiatives to address paratransit mobility needs with Neighbor Link routes.

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

LYNX intends to apply for operating funds in the amount of approximately \$1,984,000 under the 49 U.S.C. 5311 to maintain provision of services in the rural areas. 49 U.S.C. Section 5311 operating funds are 50% federal and 50% non-Department of Transportation match.

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

LYNX intends to apply for a capital project in the amount of approximately \$1,660,000 under the 49 U.S.C. 5339 program for buses with the necessary technologies and equipment. These capital purchases will support the provision of both fixed-route services that operate either entirely or predominately in rural areas. Buses and Bus Facilities capital funds are 80% federal and 20% non-federal share (FDOT will provide the required 20% match).

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 grant in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

CFRTA RESOLUTION NO. 24-011

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2025-2026 SECTION 5339 FTA FUNDS FOR RURAL AREA BUSES AND BUS FACILITIES PROGRAM, SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM, AND SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$5,836,000 DOLLARS.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2022-2031 which has been submitted to FDOT in September 2022. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); and

WHEREAS, these funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration's formula program for non-urbanized areas; and

WHEREAS, the LYNX Board of Directors (BOARD) has 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 (FDOT).
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2025-2026.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit grant applications to the Florida Department of Transportation for Fiscal Year 2025-2026 in the amount of approximately \$5,836,000 dollars on behalf of LYNX and the ability for the CEO to execute the grant applications, 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 any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with FDOT.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds in connection with these grants as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

CFRTA RESOLUTION NO. 24-011

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 GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE, FY2025-2026 SECTION 5339 FTA FUNDS FOR RURAL AREA BUSES AND BUS FACILITIES PROGRAM, SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM, AND SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$5,836,000 DOLLARS.

APPROVED AND ADOPTED this 12th day of December 2024 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: Michelle Daley
Director Of Finance
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Execute First Amendment to the Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute the First Amendment to Lease Agreement Between the City of Kissimmee and the Central Florida Regional Transportation Authority d/b/a LYNX (Southern Operations Base Facility) for purpose of (i) obtaining additional property to be leased from the City and to place on that property a facility for Nopetro LLC (or another party) to provide CNG fuel to LYNX CNG buses, and (ii) extend the primary term of the Lease, which LYNX has with the City of Kissimmee's public works facility known as the LYNX Osceola Satellite Facility (OSF). A preliminary draft of the Lease Agreement has been sent back by the City of Kissimmee, and authorization is for the CEO to execute said document, with such amendments or modifications as may be approved by the General Counsel for LYNX and LYNX Chairman.

BACKGROUND:

In 2010, LYNX staff, with consultant assistance and in coordination with Osceola County staff, completed a preliminary analysis of relocating a portion of LYNX fixed route operations in Osceola County. The result of this analysis indicated an opportunity to reduce the number of bus hours and mileage and expense experienced each year generated by buses traveling from the LYNX Operations Center (LOC) near downtown Orlando to start revenue service in Osceola County. A reduction in non-productive bus travel presented an opportunity to improve the efficiency of the system and reduce overall operating costs to the system.

LYNX Board Agenda

Current services require over one hundred drivers, seven supervisors and nine maintenance personnel assigned to work out of the OSF facility along with parking for 46 buses.

At the June 24, 2021 Board Meeting, the then current lease agreement between the City of Kissimmee and LYNX was cancelled and a new Lease Agreement was signed dated July 21, 2021. This new Lease has an initial primary term to December 31, 2026, and also provided to LYNX the option to extend the Lease for one additional term of five years. However, the City could during the renewal term terminate the Lease on one year's prior notice if the City needed the lease premises for its governmental operations. Under that current Lease, LYNX can use the premises only for a diesel fueling station, and not for any CNG.

LYNX intends to phase out its diesel fuel fleet at the Kissimmee location over time with CNG buses. Also, LYNX has a contract with Nopetro LLC at its Orlando facility which contains a right for Nopetro LLC to provide that CNG fuel. In order to utilize the current Lease in Kissimmee for a CNG facility, the existing Lease with the City needs to be amended to provide for a portion of the leased premises to be used for a CNG fuel operation and also extend the primary term. Recently, LYNX staff has been working with the City to Amend the lease agreement. The First Amendment to Lease Agreement provides approval for a Compressed Natural Gas (CNG) Fueling station on the premises and extends the primary term. The agreement further provides for LYNX to grant a license to Nopetro LLC to operate the CNG fueling station. All other terms of the agreement will remain in effect.

LYNX staff continues to work to identify property in North Osceola/Southern Orange County for a long-term solution for a southern operating facility.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2025 approved operating budget includes \$9,140 per month rent for both the office and bus lot contained in the lease agreement. This expense is paid with federal funding.

LYNX Board Agenda

Information Item A

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: Certification of Administrative Costs as Defined by Florida Statute Section 341.071

Date: 12/12/2024

The Florida Legislature enacted House Bill (HB) 1301, which amended Florida Statute 341.071. This change states, in part, that beginning November 1, 2024, each public transit provider must annually certify that its budgeted and actual general administrative costs are no greater than 20 percent above the state average administrative costs for its respective tier. LYNX is a Tier 1 agency as defined by 49 C.F.R. part 625, meaning that LYNX operates more than 100 vehicles in revenue service during peak service periods across all modes.

LYNX certifies that our ratio of administrative costs to operating costs for FY2023 is 23.24% and is below the state Tier 1 average of 24.05%. This data is calculated by the Florida Department of Transportation (FDOT) based on audited information in the LYNX report to the National Transit Database (NTD). FDOT has administrative oversight of this function.

This certification, along with other requirements will be posted on the LYNX website.

LYNX Board Agenda

Information Item B

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: 12/12/2024

LYNX Liability Claim Settlements October 1 – 31, 2024

Claimant Name	Accident Date	Type	Settlement Amount	Paid
Morgan and Morgan FBO Stephan Exana	12/11/23	BI	\$10,800.00	10/11/2024
Enterprise Rent-a-Car (Kayley Jones)	08/13/24	PD	\$331.94	10/11/2024
Enterprise Rent-a-Car (Jeffery Straten)	07/31/24	PD	\$1,505.67	10/11/2024
Geico (Iris Aquino Diaz)	05/28/24	PD	\$1,805.90	10/11/2024
Progressive (Teri Leduc)	06/03/24	PD	\$1,045.38	10/11/2024
USA Auto Collision (Noston Saint Surin)	05/15/24	PD	\$431.33	10/18/2024
Morgan & Morgan, f/b/o Allison Cioffi	02/01/21	BI	\$24,500.00	10/18/2024

LYNX Board Agenda

Information Item C

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: 12/12/2024

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

1. Allison
2. AVI-SPL
3. Cummins-Allison
4. Environmental Systems Research Institute, Inc. (ESRI)
5. ServiceEdge Solutions, Inc.
6. Trapeze/TripSpark – LYNX Central Station
7. Trapeze/TripSpark – Pine Hills Transfer Center



Sole Source Justification Letter

DATE: November 13, 2024
TO: Maurice A. Jones, Director of Procurement/DBE Liaison Officer
REQUESTED BY: Elvis Davales, Director of Maintenance
SUBJECT: Allison EP40 & EP50 Hybrid Drive Systems Repair

BACKGROUND: Our Allison H40/50 Hybrid Drive equipped bus fleet (31 buses) is out of warranty, and we have experienced increased hybrid system related failures as the fleet has aged. The Allison H40/50 Hybrid Drive system is very technologically complex and the OEM is very protective of their proprietary systems. Diagnosis and fault finding beyond the basic bus control circuits interfacing with hybrid components is limited.

Typically, when a hybrid system problem is reported, the technician using the OEM's diagnostic software troubleshoots any stored Diagnostic Trouble Codes (DTC). If the DTC's are related to the bus control circuits we can correct those without involvement of the OEM's Authorized Distributor. If the DTC's are related to hybrid system component such as the; Electric Drive Unit, Energy Storage System, Dual Power Inverter Module, Transmission Control Module, or Vehicle Control Module (ESS, DPIM, TCM, VCM) we contact the local Authorized Distributor and provide them and diagnostic software snapshot recording of the transmission control module (TCM) stored data and DTC's. The OEM's Authorized Distributor will analyze the recording and advise us if further checks may be needed or if the system needs repair or diagnosis beyond the end users (LYNX's) capability, this is done at no cost.

SOLE SOURCE JUSTIFICATION: When a repair or diagnosis is beyond our capability it is a necessity to have the authorized Allison Distributor Branch center perform the work for reasons noted below:

- Allison Transmission is the Original Equipment Manufacturer (OEM) of the Allison H40/50 EP hybrid drive systems, and exclusive source of parts and components of the; ESS, DPIM, TCM and Electric Drive Unit.
- Upon replacement or repair of the hybrid electric components, only Authorized Allison Distributer Branches have the capability or authority to program (or flash) the new hybrid components to ensure the vehicle recognizes that the replacement/repair of the components.
- While there are several Allison Service Centers in Florida they are unable to perform the complete diagnosis, repair, and programming unless they have Allison Distributer Branch status.
- FDDA Orlando is the only fully authorized Allison Service Distributer Branch in the Central Florida area capable of carrying out the repairs and programming needed for Allison hybrid system equipped transit buses.

- FDDA has the tools, resources and expertise to diagnose and repair Allison H40/50 EP hybrid systems that other Allison Service Centers do not.

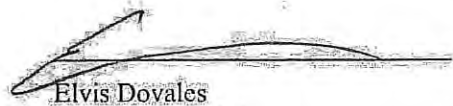
COST/PRICE ANALYSIS: The labor rate at Stewart & Stevenson Florida owned Authorized Allison Distributor Branches is Hybrid \$205 per hour/ Truck-Buses \$195.00 per hour. Pricing will change in January 2025.

The intent of this document is to make clear that while there many Allison Transmission service centers in Florida, only Authorized Allison Distributor Branches have the technical expertise, capability and authority to perform repairs and programming of the replacement or repaired hybrid components to ensure the vehicle recognizes that the replacement/repair of the components have been made. Listed below, are all the Authorized Allison Distributor Branches in the State of Florida, they are all owned by Kirby Corporation (the parent company of Florida Detroit Diesel-Allison).

Florida Detroit Diesel-Allison
8411 E Adamo Dr
Tampa, FL 33619

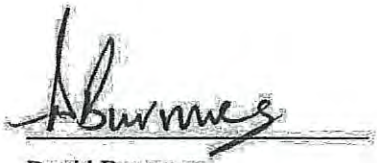
Florida Detroit Diesel-Allison
3885 Selvitz Rd
Fort Pierce, FL 34981

Florida Detroit Diesel-Allison
6850 Presidents Dr
Orlando, FL 32809



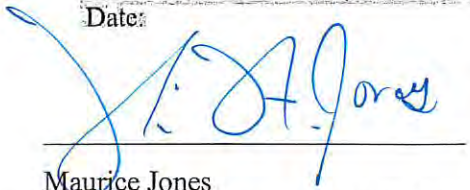
Elvis Dovales
Director of Maintenance

11-15-24
Date:



David Burrowes
Chief Operating Officer

11-15-24
Date:



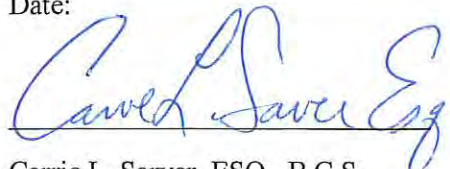
Maurice Jones
Director of Procurement/DBE Liaison Officer

11/22/2024
Date:



Leonard Antmann
Chief Financial Officer

11/25/24
Date:



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

11/27/24
Date:



Tiffany Homler Hawkins
Chief Executive Officer

12/3/24
Date



Sole Source Justification

DATE: October 1, 2024

REQUESTED BY: Craig Bayard, Director of Information Technology

SUBJECT: AVI-SPL for maintenance and support for LYNX's Boardroom and Open Space meeting areas

BACKGROUND:

Lynx upgraded both of our two main meeting rooms in our downtown building. The reference name for both rooms is "Open Space", and "Board Room" AVISPL was the company tasked to do the design, integration, configuration and installation for both rooms. Descriptions of the jobs performed are as follows per room. These two rooms were updated and integrated from the original design and equipment to enhance their capabilities and bring more current capabilities, that will support a wide variety of events for both rooms. Before this upgrade, both rooms were confined to in-person meetings and there were no capabilities in either of these rooms to support virtual meetings or newer telecommunication capabilities.

Open Space

1. New digital camera upgrade that supports the use of new telecommunication and virtual meetings likes "Zoom", "Teams", etc. They added 3 cameras with the capabilities of following the voice location of the individual speaking.
2. Addition of new ceiling mount speakers that cover the entire room to support larger events.
3. New digital wireless microphones with better audio quality, battery life and better range.
4. New digital recorder that can be controlled via a web interface "Web Page" and the addition of a separate bottom so users can start and stop the recording. This has reduced the need for someone from IT to be present to start and stop the recording.
5. New digital projector with a brighter and clearer picture.
6. Addition of 2 large monitors that integrate with the system that allow larger crowds of people to see what its being presented.
7. New video "combiner" computer that allows the combination of the audio and video feed to support video conferencing capabilities with a multi-platform option like "Zoom", "Teams", etc.
8. New ceiling microphone array. This detects the voice location and in turn is feeds to the system for the auto tracking function of the cameras.

Boardroom

The boardroom received a similar equipment enhancement, with the addition of moving the equipment located at the podium to the side of the boardroom to allow different room configurations without the constraint of a static podium that could not be moved. Enhancements to the boardroom included:

1. New digital projector to display better and clear picture.
2. New digital desktop microphones with better audio reception.
3. New wireless digital microphones with better coverage within the room.
4. Addition of High-definition cameras with auto tracking that covers not only each board member but a better view of the presenter of the podium.
5. New video "combiner" computer that allows the combination of the audio and video feed to support video conferencing capabilities with a multi-platform option like "Zoom", "Teams", etc.
6. New Digital recorder that has remote control capabilities.

SOLE SOURCE JUSTIFICATION:

AVI-SPL was the original installer of the LYNX Boardroom and Open Space A/V systems. Their deep understanding of the system's proprietary configurations, design, and integration uniquely positions them to provide efficient and effective maintenance and repair services. No other vendor possesses this level of intimate knowledge regarding our specific A/V setup.

1. Manufacturer Authorization:

AVI-SPL is an authorized service provider for the brands and equipment installed in our facility. Their certifications ensure that any work performed complies with the manufacturers' standards, preserving warranties and preventing the use of non-compliant components.

2. Continuity of Service and Risk Mitigation:

Changing vendors for maintenance and repairs could jeopardize the reliability of critical A/V systems, introduce compatibility issues, and result in extended downtime due to the learning curve a new vendor would face. AVI-SPL's history with the system ensures minimal disruption to our operations.

3. Technical Expertise and Proven Track Record:

AVI-SPL technicians possess the specific training, certifications, and experience necessary for managing and maintaining our advanced A/V systems. Their track record of delivering high-quality service has been proven through the successful installation and any subsequent support.

COST/PRICE ANALYSIS:

The annual cost for this vendor is \$5,346.62 and is included in the FY2025 operating budget.

Craig Bayard

Craig Bayard
Director of Information Technology

10/17/2024

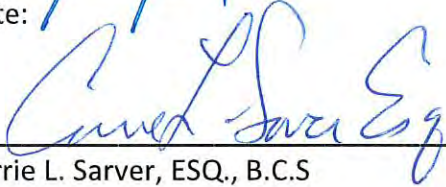
Date:



Lenny Antmann
Chief Financial Officer

10/29/24

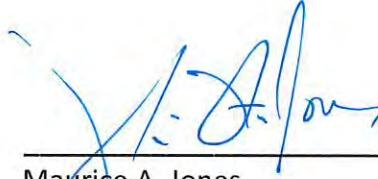
Date:



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

11/14/24

Date:



Maurice A. Jones
Director of Procurement/DBE Liaison Officer

10/23/2024

Date



Tiffany Homler Hawkins
Chief Executive Officer

11/18/24

Date



Sole Source Justification

DATE: 12 Sep 2024

REQUESTED BY: Tony DeGuzman, Comptroller

SUBJECT: Maintenance contract for coin and currency machines

BACKGROUND: Cummins-Allison provides the annual services and maintenance for the currency and coin machines. No other manufacturer or dealer is authorized to service Cummins-Allison equipment in the United States.

SOLE SOURCE JUSTIFICATION: Cummins-Allison is the sole source provider and can provide machine servicing.

COST/PRICE ANALYSIS: The price for FY 2025 is \$4,514 which is a 4% increase of the FY 2024 price of \$4,329.

Tony DeGuzman
Comptroller

Michelle Daley
Director of Finance

12 Sep 24
Date:

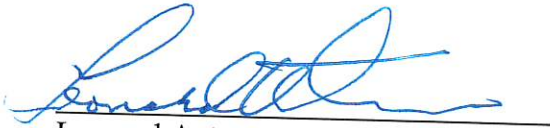
Maurice A. Jones
Director of Procurement/DBE Liaison Officer

9/20/2024
Date:

9.13.24
Date

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

9/23/24
Date



Leonard Antmann
Chief Financial Officer

Date: 9/25/24



Tiffany Homler Hawkins
Chief Executive Officer

Date: 10/3/24



Sole Source Justification

DATE: October 23, 2024

REQUESTED BY: Francis Franco, GIS Supervisor

SUBJECT: Environmental Systems Research Institute, Inc. (ESRI) Products Maintenance and Software

BACKGROUND: LYNX uses ESRI products including the Arc Geographical Information System (ArcGIS) Platform to provide jurisdictional and municipal mapping services of transit stops, urban and rural boundaries. The ESRI Insights module is software used to perform analytics and business workflows. ESRI products are used to produce the spatial information presented via interactive maps on LYNX's website, www.golynx.com. The web-based interactive maps support local partner agencies, stakeholders and their staff activities associated with planning and construction projects.

SOLE SOURCE JUSTIFICATION: An attached sole source justification letter has been provided by the vendor, ESRI, Inc. ESRI, Inc. is the sole provider for software maintenance (technical support plus ESRI software updates/upgrades) for ESRI products, including ArcGIS in the United States commercial, state, and local government marketplace. The ESRI products are unique and not available from another source. Due to the reliance on the maintenance and software products, the procurement process to identify and acquire comparable products would result in an unacceptable delay to LYNX. No other suppliers or services will satisfy the required support and continued maintenance of the ESRI software products.

COST/PRICE ANALYSIS:

The cost impact of extending the license and maintenance is \$18,865 for the period of November 1, 2024 – October 31, 2025; for the full 12-months of licensing and maintenance.

Francis Franco

Francis Franco
Project Manager/GIS Supervisor

11/1/2024

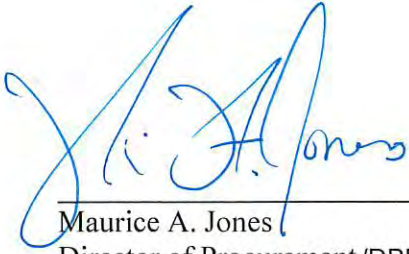
Date:

James D Boyle

James Boyle
Interim Chief Planning &
Development Officer

11-4-2024

Date



Maurice A. Jones
Director of Procurement/DBE Liason Officer

11/11/24

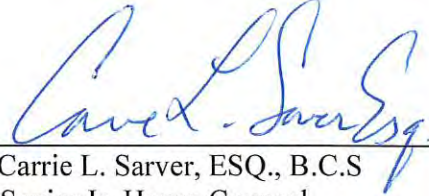
Date



Leonard Antmann
Chief Financial Officer

11/11/24

Date:



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

11/15/24

Date



Tiffany Homler Hawkins
Chief Executive Officer

11/18/24

Date:



Sole Source Justification

DATE: October 9, 2024

REQUESTED BY: Francis Franco, GIS Supervisor

SUBJECT: ServiceEdge Solutions, Inc. -TBEST (Transit Boarding Estimation and Validation Tool) – Annual Support Services

BACKGROUND: LYNX implemented the TBEST software into the planning processes in FY 2010 to support the major Transportation Development Plan (TDP) update. The utilization of this software in the TDP update is required by the Florida Department of Transportation (FDOT) for all Florida transit agencies. The TBEST software provides staff with tools to support regular updates to the transit system in the ridership model, by utilizing GTFS data exports. LYNX utilizes outputs of this modeling software for other planning tasks such as the federally required Title VI evaluation reporting of the impact of proposed service and fare changes that are undertaken each time there are changes in service and fares.

Currently, LYNX is using TBEST to develop socio-economic data for evaluation of current service and to inform predictions on the potential ridership impacts of proposed changes in the transit system. TBEST data analysis is also leveraged as part of Transit Oriented Development analysis for existing LYNX Super Stops. The tool will also support Service Planning staff with consolidating bus stops, economizing bus stop amenities and staff time to maintain each stop.

SOLE SOURCE JUSTIFICATION:

ServiceEdge Solutions personnel developed the T-BEST software in 2003, and has been granted permission by FDOT to modify the software for use in the public domain. No other vendors have been granted permission by FDOT to modify the TBEST software. ServiceEdge solutions is the authorized firm and has unique knowledge of the TBEST data model and can extend the model or write custom scripts to support additional TBEST data processing required by transit agencies.

COST/PRICE ANALYSIS:

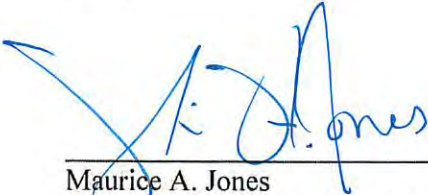
The cost for support for October 1, 2024 – September 30, 2025 will not exceed \$50,000 and will be based on billing provided for support hours related to the aforementioned state and federal requirements.

Francis Franco

Francis Franco
Project Manager

10/9/2024

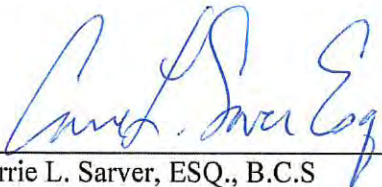
Date:



Maurice A. Jones
Director of Procurement/DBE Liason Officer

11/11/2024

Date:



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

11/15/24

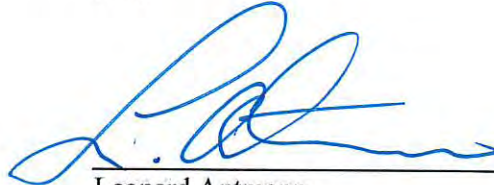
Date:



James Boyle
Interim Chief Planning & Development Officer

11-7-24

Date



Leonard Antmann
Chief Financial Officer

11/11/24

Date



Tiffany Homler Hawkins
Chief Executive Officer

11/18/24

Date:



Sole Source Justification

DATE: 12/7/2023,edited 12/26/2023, 03/13/2024,updated 08/2/2024

REQUESTED BY: Jeff Reine, Senior Construction Project Manager

SUBJECT: Sole Source Justification for use of Trapeze/TripSpark for Real Time and Digital Signage for LYNX-LCS Terminal

BACKGROUND: LYNX currently needs a real-time signage solution for the LCS customer lobby. The current technology has not worked for some time and has met its useful life. As part of the agency's desire to have a long-lasting, robust solution staff has identified Trapeze/TripSpark as the company that can meet the requisite standards for the agency. The company can provide the immediate needs for real-time signs as listed above as well as all other desired future digital signage both internal and external to the agency. Additionally, the company provides a solution with easy to replace and readily accessible parts for long-term maintenance.

SOLE SOURCE JUSTIFICATION:

FTA Circular 4220.1 F dictates when a sole source can be awarded. As per the circular, an award may be made under several circumstances. In the case of Message Point Media, several of these apply:

1. **Unique Capability or Availability:** The proposed solution required LYNX staff to look both at the Message Point Media solution as well as the information source of the data (Trapeze/TripSpark). The API connection to the signage is enhanced beyond the generalized GTFS/GTFS-RT and is proprietary to both of these companies. This relationship is such that there are data restrictions using the dedicated API beyond the environment that has been established between the two. There is also stop and amenity data and diagnostic data that is within this API that is not in any GTFS/GTFS-RT.
2. **Substantial Duplication Costs:** Given the native environment that houses the proprietary API, duplication of this outside the environment would result in any other company having to incur substantial costs to ensure the same level of performance. Outside of the environment described above, Trapeze would charge another company substantial costs to be able to provide the same APL There will be significant work needing to be performed for the base schedule data to support the bay signage. Trapeze/TripSpark already has the base knowledge and experience with the raw data needed for this. A different company would have significant costs associated with understanding and performing this same task.


COST/PRICE ANALYSIS: Please see attached separate cost analysis.



Jeff Reine
Senior Construction Manager

8-2-24


Date:



Leonard Antmann
Chief Financial Officer

9/23/24

Date



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

11/11/24


Date:



Tiffany Homler Hawkins
Chief Executive Officer

11/11/24

Date:



Maurice Jones
Director of Procurement

11/6/2024

Date:



Sole Source Justification

DATE: 12/7/2023, edited 12/26/2023, 03/13/2024, updated 08/2/2024

REQUESTED BY: Jeff Reine, Senior Construction Project Manager

SUBJECT: Sole Source Justification for use of Trapeze/TripSpark for Real Time and Digital Signage for LYNX Pine Hills Transfer Center

BACKGROUND: LYNX currently needs a real-time signage solution for The Pine Hills Transfer Center. As part of the agency's desire to have a long-lasting, robust solution staff has identified Trapeze/TripSpark as the company that can meet the requisite standards for the agency. The company can provide the immediate needs for real-time signs as listed above as well all other desired future digital signage both internal and external to the agency. Additionally, the company provides a solution with easy to replace and readily accessible parts for long-term maintenance.

SOLE SOURCE JUSTIFICATION:

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COST/PRICE ANALYSIS: Please see attached separate cost analysis.



Jeff Reine
Senior Construction Manager

8-2-24

Date:



Leonard Antrann
Chief Financial Officer

9/23/24

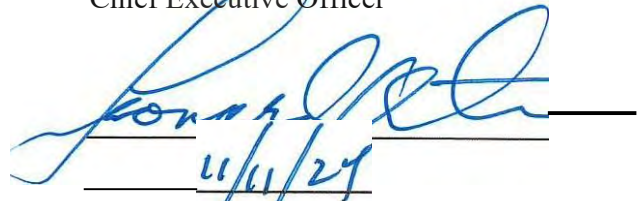
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Canie L. Sarver, ESQ., B.C.
Senior In-House Counsel

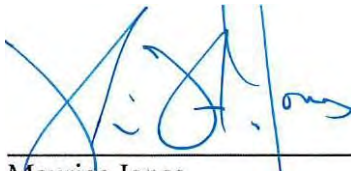
Date:

Tiffany Hornier Hawkins
Chief Executive Officer



11/11/24

Date:



Maurice Jones
Director of Procurement

11/6/2024

Date:

LYNX Board Agenda

Information Item D

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Notification of Utilization of Project Contingency Pursuant to Admin. Rule 4.5.4.D in the Amount of \$82,246 for the Pine Hills Bus Transfer Center

Date: 12/12/2024

Pursuant to Administrative Rule 4.5.4, Staff is providing the Board of Directors notification that Project Contingency was used in the amount of \$82,246 for changes identified during the construction of the Pine Hills Bus Transfer Center Project necessary to complete the project to prevent a delay and additional cost to LYNX.

BACKGROUND:

The purpose of 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-C-75 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 4.5.4, 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. It states that Change Orders shall not exceed \$150,000 and any Change Order shall be noticed to the Governing Board as an information item at the next scheduled meeting.

LYNX Board Agenda

Change Order No. 5 was approved to address several items. They are described below in more detail. This change order was issued to McCree Design Builders, Inc.

Added/ change in scope items (McCree):

-Trench Drain-During construction, it was identified that in order to ensure proper drainage on the bus platform from the roof structure, a trench drain should be installed instead of an edge drain. This resulted in a charge here but also credit for the edge drain. **(+\$5063)**

-Edge Drain-See above. **(-\$11,570)**

-Core drill-During the review of the off-site sewer, Orange County requested an additional core drilling on the manholes to consider laterals from the adjacent businesses. These were originally going to tie into the sewer main. **(+\$2,800)**

-Credit for sinks-During the submittal to the county, minor changes to the bathrooms were requested. As part of this, the type of sink being provided was changed to a less costly **(\$8857)**

-Truncated domes-Since the original design and submittal of the plans (over two plus years ago), truncated domes at the edge of bus platforms were not a project requirement. Since this time, new American with Disabilities Act rules have been adopted and these are now a best practice. To ensure the safety of sight-impaired patrons, it was decided to place these at the edge of the bus platform **(+30,963)**

-Teco Gas-As part of the project, we are required to tie our water line in across from the facility on the east side of Belco Drive. Once the location was excavated, it was determined that the existing gas line was in conflict. Teco will relocate this portion of the line and the water tie in can then occur. **(+\$32,310)**

-ACM Panels-Once construction was started on the building, it was determined by the owner that to have a more uniform look to the building added metal panels should be installed **(+\$31,536)**

LYNX Board Agenda

Description	Original Budget	CO #1	CO #2	CO #3	CO # 4	CO # 5	Revised Total
Belco Drive	\$2,706,074.66	\$15,272.74		\$252,651.02	\$19,416.49	\$35,109.77	\$3,028,524.68
Silver Star	\$614,299.96						\$614,299.96
CCTV	\$339,276.60		\$44,730.62				\$384,007.22
Transfer Center/On-Site	\$3,894,690.83	\$16,683.87	\$69,159.25		\$6,444.49		\$3,986,978.44
Canopy	\$3,173,243.38	\$76,750.94				\$24,456.79	\$3,274,451.11
Real Time	\$84,819.00						\$84,819.00
Building	\$3,630,180.57	\$8,194.97	\$13,082.41		\$14,019.30	\$22,679.37	\$3,688,156.62
Trail	\$344,000.00						\$344,000.00
Total Construction Contract	\$14,786,585.00	\$116,902.52	\$126,972.28	\$252,651.02	\$39,880.28	\$82,245.93	\$15,405,237.03
Contingency Use (McCree)		(\$116,902.52)	(\$126,972.28)	(\$252,651.02)	(\$39,880.28)	(\$82,245.93)	(\$618,652.03)
Contingency Use (WSP)		(\$99,394.61)					(\$99,394.61)
Contingency Spencer					(\$7,000.00)		(\$7,000.00)
Total Contingency Used	\$1,478,658.50	(\$216,297.13)	(\$126,972.28)	(\$252,651.02)	(\$46,880.28)	(\$82,245.83)	\$725,046.64

LYNX Board Agenda

Information Item E

To: LYNX Board of Directors

From: Terri Settington
Director Of Human Resources
Terri Settington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Quarterly Service Recognition

Date: 12/12/2024

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

5 Years of Service

Carlos Garcia Navarro – Technician, Maintenance
Lendy Castillo – Manager, Customer Service
Stephon Thompson – Operator, Transportation
Carrie Sarver – Senior Counsel, Executive
Rosa Torres Ubiles – Coordinator, Training
Nitza Borrero – Operator, Transportation
Jamaal Carter – Operator, Transportation
Menass Suguene – Operator, Transportation
Jared Kendrick – Instructor, Safety
Chastity Wilson – Operator Transportation
Benjamin Wade – Photographer, Marketing

10 Years of Service

Willy Alphonse – Operator, Transportation
Keth Francis – Operator, Transportation
Taina Reyes Marano – Supervisor, Transportation
James Stewart – Operator, Transportation
Addie Burks – Operator, Transportation
Courtney Seay – Inventory Control Technician, Maintenance
Bruce Detweiler – Manager, Service Planning

LYNX ard Agenda

15 Years of Service

Olga Cruz – Operator, Transportation
Mclean Jeffrey – Operator, Transportation
Darwin Hismith – Operator, Transportation
Ryan Kulics – Technician, Maintenance

20 Years of Service

Douglas Smith – Technician, Maintenance
Fernando Alzate – Building and Grounds Keeper, Maintenance
Javier Perez – Operator, Transportation
Aracely Serrano – Operator, Transportation

25 Years of Service

Leslie Johnson – Operator, Transportation

30 Years of Service

Raul Adames – Supervisor, Transportation

35 Years of Service

Kenneth Austin – Inventory Control Technician, Maintenance

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - October 2024

Date: 12/12/2024

LYNX Press Releases | Media Notes: October 2024

October 7	LYNX Service Update and Service Proposal Information Sessions Canceled Due to Hurricane Milton
October 8	LYNX Hurricane Milton Statement at 5 p.m. on Oct. 8
October 9	LYNX Hurricane Milton Statement at 9 a.m. on Oct. 9 LYNX Hurricane Milton Statement at 6 p.m. on Oct. 9
October 10	LYNX Hurricane Milton Statement at 9 a.m. on Oct. 10 LYNX Hurricane Milton Statement at Noon on Oct. 10
October 11	LYNX Hurricane Milton Statement at 7 a.m. on Oct. 11 LYNX Finance & Audit Committee Meeting Canceled
October 12	LYNX Hurricane Milton Statement at 7 a.m. on Oct. 12
October 18	LYNX October Board of Directors and Oversight Committee Meeting Information
October 21	LYNX to Participate in 9th Annual FDOT Mobility Week

LYNX Board Agenda

LYNX Social Media – October 2024

October 1	Tip for traveling with pets on the bus.
October 2	Millions of commuters make their way on public transportation. December service proposal. Service detour around Lake Eola for the Walk to End Alzheimer’s. Service detour for the Edgewater High School Homecoming.
October 3	Use the 3-point contact method for a safe journey. Information session for the December service proposal. Repost: The Ride and Stroll Challenge. Response to customer comment about bus operators and asked for details. Response to comment about a former bus operator.
October 4	World Smile Day. Service detour for the Walk to End Alzheimer’s. Response to feedback about Link 1. Response to feedback about NeighborLink 813. Response to positive feedback about service.
October 5	Information session for the December service proposal.
October 6	See something. Say something. Tropical Storm Milton.
October 7	SunRail service suspended for storm preparations. Information sessions canceled due to Milton. ACCESS LYNX life sustaining trips only. Response to question about shelters opening for Hurricane Milton. Response to feedback about Link 418. Response to question about service. Response to question about Link 37 service.
October 8	ACCESS LYNX life sustaining trips only. Milton service update. Service detour at Orlando Airport. Response to positive feedback.
October 9	Service reductions due to Hurricane Milton. Service reductions due to Hurricane Milton. Disney trip schedule reduction. Operators wrapping up their routes to wait for the hurricane. All services suspended due to Hurricane Milton.

LYNX Board Agenda

October 10	<p>A reminder that all services are suspended. Evaluating routes to resume service. Transportation team rolling out to assess service area. Service will resume with a modified schedule. The first bus departing LYNX Operations Center to being modified service. Buses on every route for modified service.</p>
October 11	<p>Operating regular service today. The Finance & Audit Committee meeting has been canceled.</p>
October 12	<p>Operating regular service today.</p>
October 13	<p>Information sessions for the December service proposal. Response to question about service.</p>
October 14	<p>Link 701 route. Indigenous Peoples' Day. Information sessions for the December service proposal. Service detour for the Come Out with Pride event. Response to comments about a lost item on the bus. Response to comment about a skipped stop.</p>
October 15	<p>Tip Tuesday. Information sessions for the December service proposal. December service proposal presentation.</p>
October 16	<p>LYNX employees' 20-year work anniversaries. Information session for the December service proposal. Service detour for SunRail railroad improvements. Response to feedback about ACCESS LYNX. Response to comment about a bus operator. Response to comment about Link 13 service.</p>
October 17	<p>Service detour for the Come Out with Pride event. Public hearing and workshop for the December service proposal. Response to comments about service. Response to comment about Link 436S service. Response to comment about our fare box.</p>
October 18	<p>Pine Hills Transfer Center progress update. Oversight Committee and Board of Directors meeting. Response to question about the location of the Pine Hills Transfer Center. Response to question about Link 56 service.</p>
October 19	<p>Customer service team.</p>
October 20	<p>Community mural on Links 28, 29, 61 and 102 route.</p>

LYNX Board Agenda

October 21	<p>Tips for riding safely in the dark. Mobility Week. Response to comment about bus stop accessibility. Response to comment about Link 434 delays. Response to feedback about Link 125.</p>
October 22	<p>Name this stop. Response to comment about Link 37.</p>
October 23	<p>Service detour for the Calle Orange Festival. No bike rack, no problem when you ride with LYNX. Response to comment about Link 56 delays. Response to comment about Link 102 service.</p>
October 24	<p>Service detour for the Making Strides Against Breast Cancer. Oversight Committee and Board of Directors meetings. Orange County's Accelerated Transportation Safety Program. Service detour for the Boo on Broadway event.</p>
October 25	<p>Mobility Week begins today. Service detour for Boo on Broadway. Service detour for the Making Strides Against Breast Cancer.</p>
October 26	<p>Service detour for the Calle Orange Festival. Kissimmee Intermodal Station.</p>
October 27	<p>Annual safety fair at LYNX Central Station.</p>
October 28	<p>Try Transit Day is tomorrow.</p>
October 29	<p>Try Transit Day. Annual safety fair at LYNX Central Station. Response to question about purchasing bus passes on the PawPass app.</p>
October 30	<p>Daylight saving time. Service detour for the Orlando Electric Daisy Carnival. Response to comment about Try Transit Day.</p>
October 31	<p>Happy Halloween. Service detour for the Orlando Electric Daisy Carnival. Response to comment about Link 350 service. Response to comment about Link 18 service. Response to comment about a bus operator. Response to a follow up question about an incident.</p>

LYNX ard Agenda

Social Media Usage	October 2024
Total Facebook Posts	70
Facebook Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.	2K Reactions, 333 Comments, 413 Shares
Facebook Post Impressions: The number of times posts appeared on someone's screen.	111K
Total Tweets	82
Twitter X Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes	127 Likes, 40 Retweets, 10 Replies
Twitter X Post Impressions: The number of times posts appeared on someone's screen.	25.2K
Website Usage	October 2024
Total Pageviews	392K
Total User Visits	239K

Commuter Vanpool Program – October 2024

Vanpool	October 2024
Vanpool Participants	400*
Total Revenue Miles	175,000*
New Vanpool	0
Returned Vanpools	0
Current Vans at Service	115
Pending Interests	None
Events	None

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

LYNX Board Agenda

Advertising Sales – October 2024

Advertising Sales Revenue	October	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$457,295.94	\$274,377.56	\$457,295.94	\$274,377.56

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 - August 2024

Date: 12/12/2024

Please find attached the preliminary monthly financial report for the Eleventh month ending August 31, 2024.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 STATEMENTS OF REVENUES AND EXPENSES
 For the Eleven Months Ending August 31, 2024
 (UNAUDITED)

	As of 8/31/2024		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 16,742,225	\$ 19,974,051	119%
Contract services	4,043,371	3,504,184	87%
Advertising	2,385,835	2,662,199	112%
Interest & Other income	1,356,843	6,658,971	491%
Federal Revenue	11,636,410	12,441,661	107%
CRRSAA Federal Revenue	0	53,643	0%
State Revenue	13,142,607	13,577,177	103%
Local Revenue	12,226,319	13,915,072	114%
Local Revenue Funding Partner	84,325,716	84,325,717	100%
TOTAL REVENUE	<u>145,859,326</u>	<u>157,112,673</u>	<u>108%</u>
EXPENSE			
Salaries, Wages & Fringe Benefits	103,399,543	107,068,941	104%
Other services	12,448,490	9,302,062	75%
Fuel	12,784,290	12,539,381	98%
Materials and supplies	9,350,448	9,413,874	101%
Utilities	1,955,818	1,520,265	78%
Casualty & Liability	4,287,195	3,835,094	89%
Taxes and licenses	583,817	613,500	105%
Purchased transportation services	28,123,550	32,961,997	117%
Leases & Miscellaneous	3,004,399	2,021,090	67%
Interest Expense	33,515	79,292	237%
TOTAL EXPENSE	<u>175,971,067</u>	<u>179,355,496</u>	<u>102%</u>
CHANGE IN NET POSITION	<u>\$ (30,111,741)</u>	<u>\$ (22,242,824)</u>	<u>74%</u>

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

Item Name: Paratransit Monthly Report - October 2024

Date: 12/12/2024

Please find attached the monthly report for Paratransit Services – October 2024.



ACCESS LYNX Paratransit Monthly Report



Overview

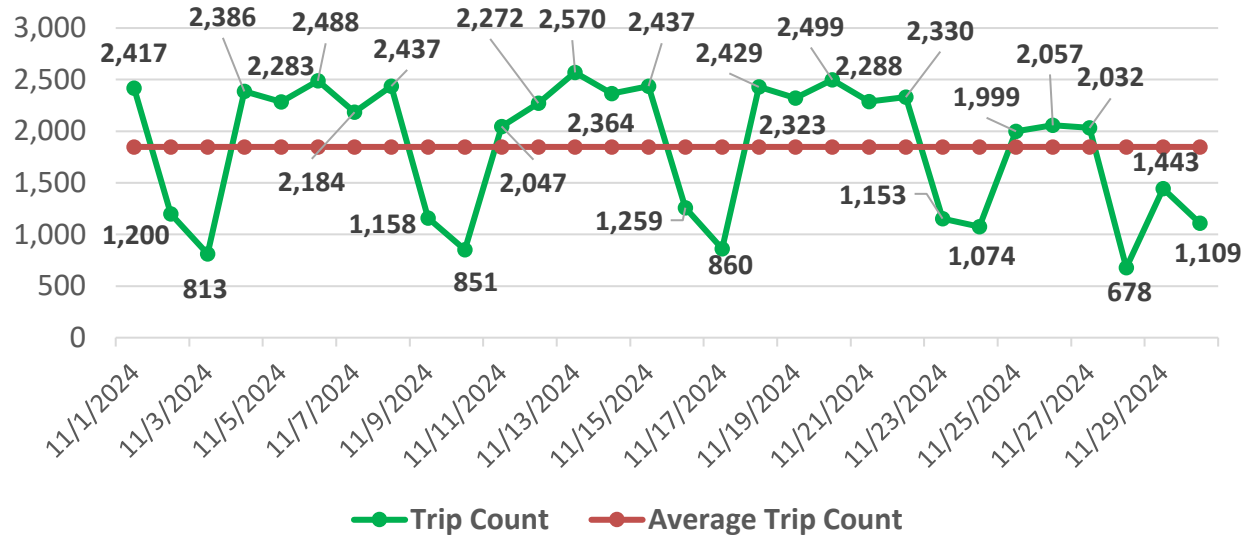


- **Paratransit Performance:**
 - Month of November 2024
 - FY25
- **Paratransit Fleet Status**
- **Paratransit Fleet Metrics**
- **Paratransit Business Practices**
 - Key Areas of Focus
- **Summary**

Performance – November 2024

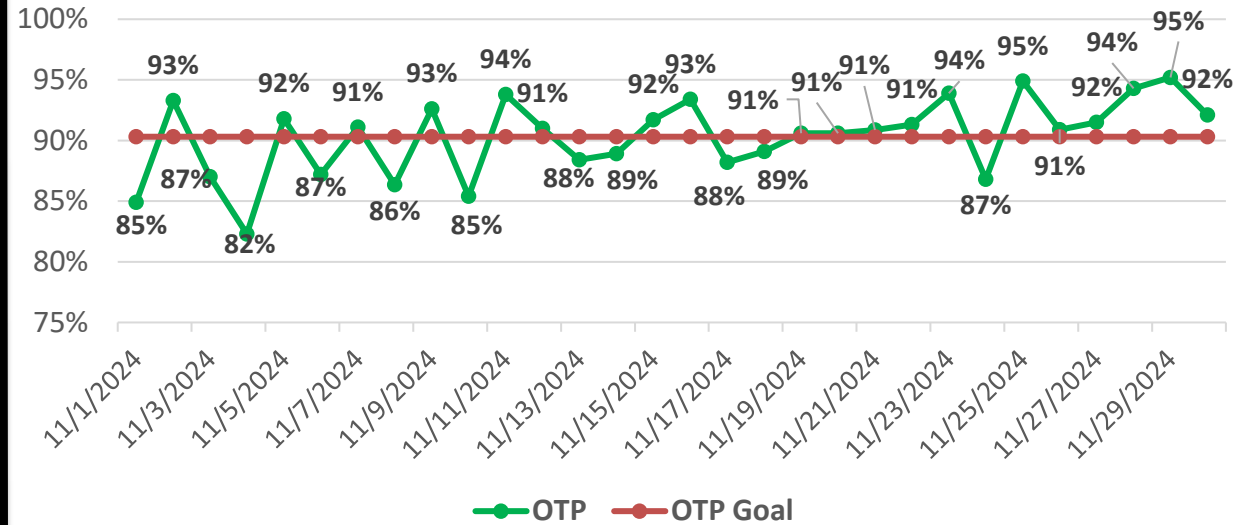
Performed Trips

Total Trips 55,440

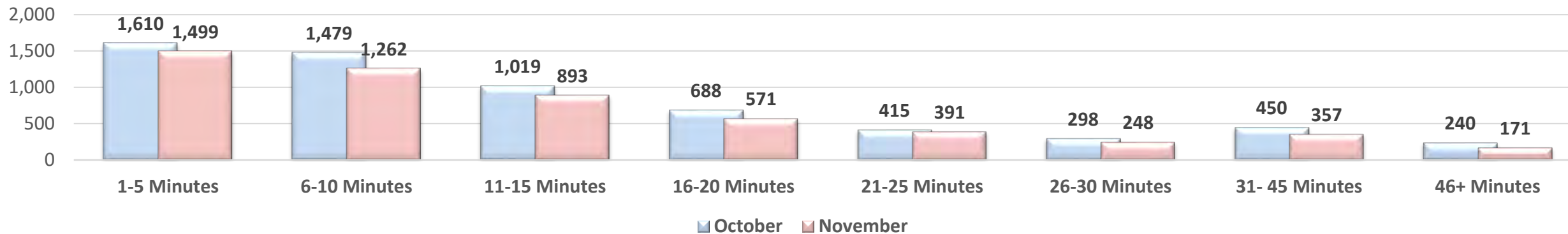


Avg OTP 90%

On-Time Performance



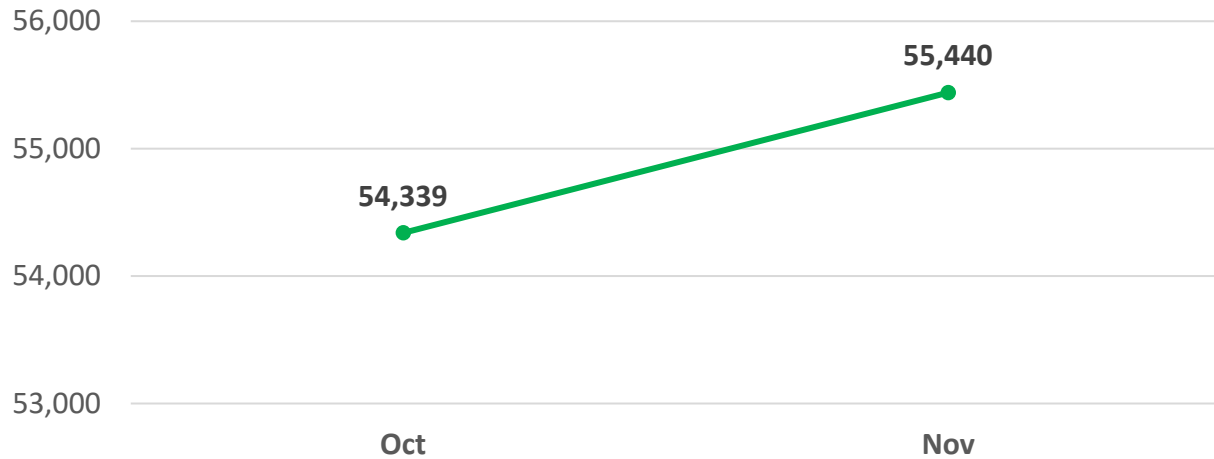
Late Trips



Performance – FY 25

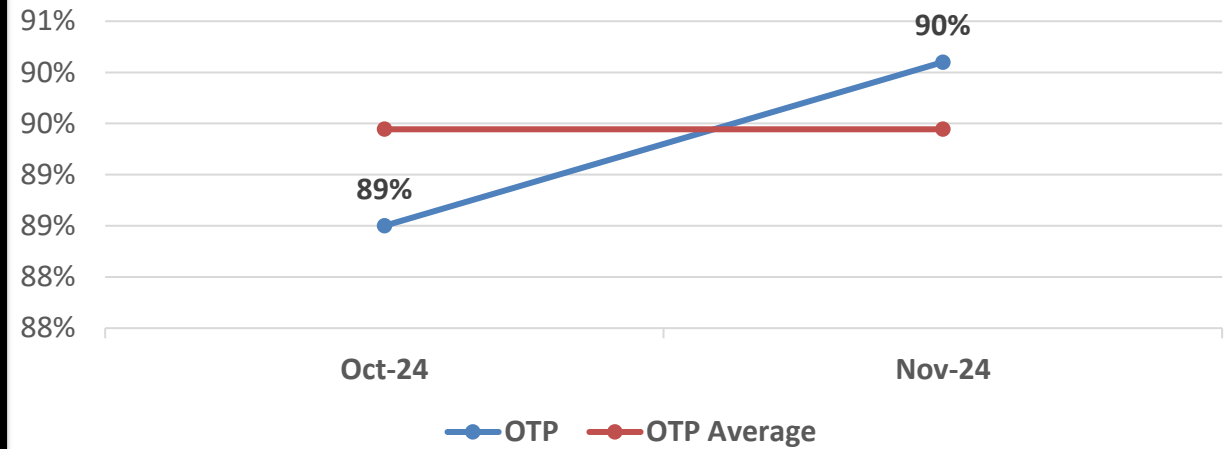
Total Trips 109,779

Performed Trips

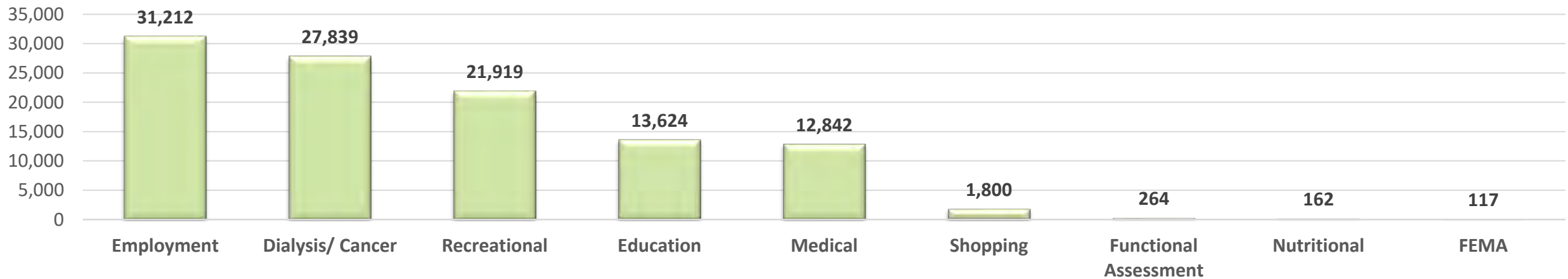


Avg OTP 89%

On-Time Performance



Trip Count by Purpose



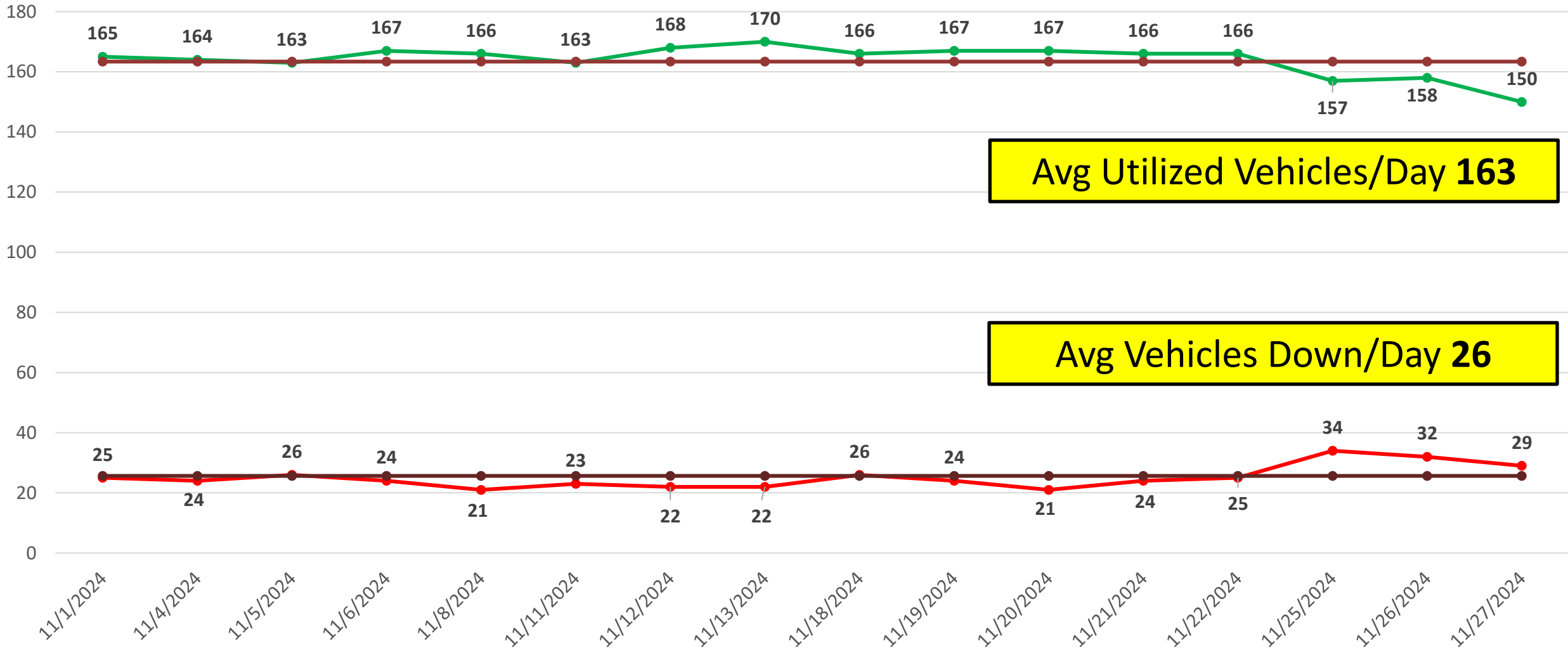
Paratransit Fleet



- **Maintenance Program**
 - Challenges in maintaining an aging fleet and keeping in revenue service.
 - Engine Failures
 - Transmissions
 - Air Conditioning
- **Vehicle replacement process underway:**
 - 85 new vehicle ordered
 - Deliveries have started
 - Manufacturing quality issues have caused delivery delays
 - Coordinating with manufacturers to rectify delivery issue

Paratransit Fleet- November 2024

Daily Utilized Vehicles vs. Daily Vehicles Down

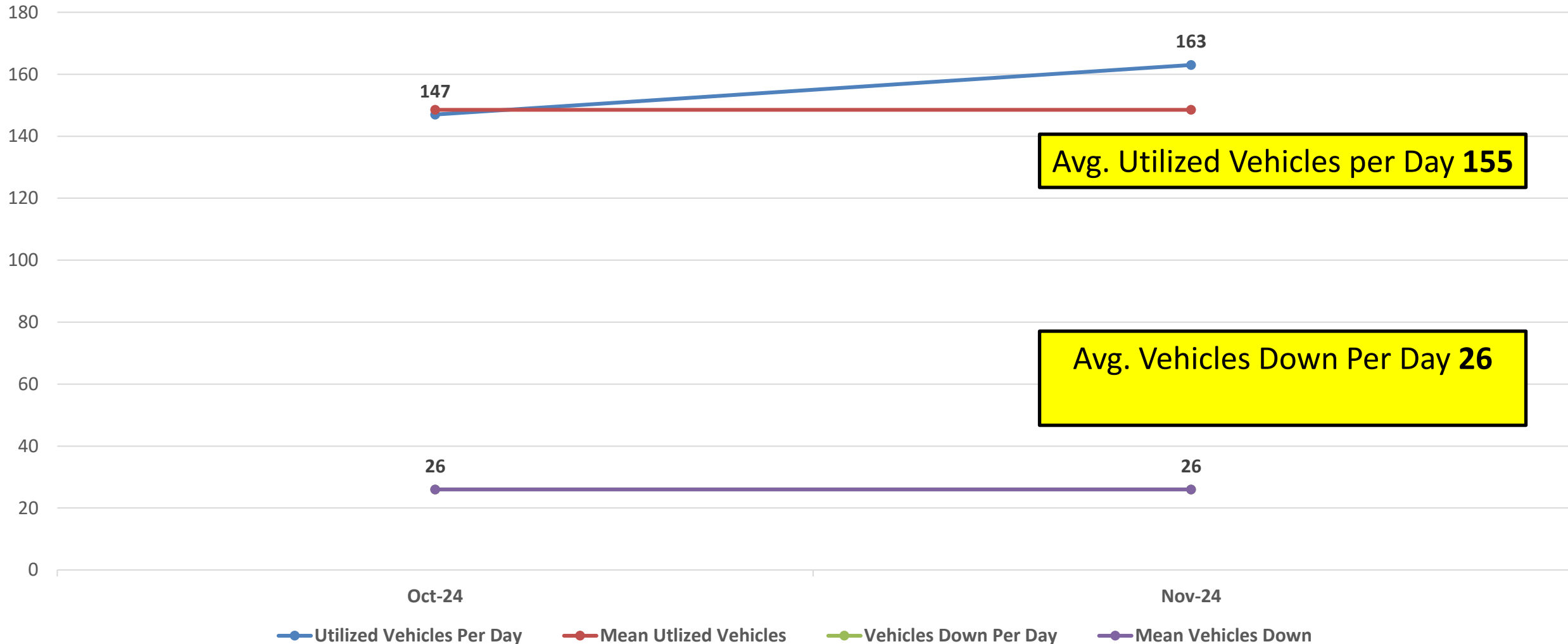


Avg Utilized Vehicles/Day 163

Avg Vehicles Down/Day 26

Fleet Status – FY 25

Monthly Utilized Vehicles vs. Monthly Vehicles Down





- **Extensive contract oversight and compliance**
 - Sub-Contractor operations and organization structure
 - Independent contractors
 - Trip management
 - Documented corrective action
- **Trip scheduling and routing**
 - Monitoring time on bus to ensure compliance
- **Reconciliation and Reporting business practices**

Summary

- **Focus on the Customer and Community**
 - Orlando Senior Symposium
 - Transportation for Disadvantage Local Coordinating Board Annual Meeting
- **Challenges of trip demand**
 - Consistently providing 54,000+ monthly trips
 - High number of Calls for “Time of Arrivals” and “Trip Reservations”
- **On-time-performance (OTP) focus**
 - Critical review of late trips (30 min. +)
- **Renewal of aging vehicle fleet**
 - Delivery of new paratransit vehicles



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 - September 2024

Date: 12/12/2024

The attached monthly Performance Report includes September 2024 Year-To-Date figures for ridership and other performance indicators. Total ridership for September 2024 was 1,631,653. This is a 4.2% increase from September 2023. On-Time Performance for Fiscal Year-To-Date 2024 is 65%.

- LYNX overall ridership increased by 70K, or 4.2%, compared to September 2023. Year-to-date ridership for FY-24 (19,697,868) increased 6.9% compared to FY-23 (18,419,601).
- LYMMO ridership increased by 21.8K, or 61.8%, compared to September 2023. Year-to-date ridership for FY-24 (469,626) decreased 2.4% compared to FY-23 (481,029).
- Fixed Route ridership increased by 27K, or 2.6%, compared to September 2023. Year-to-date ridership for FY-24 (18,067,102) increased by 6.8% compared to FY-23 (16,917,053).
- NeighborLink ridership increased by 2K, or 12.7%, compared to September 2023. Year-to-date ridership for FY-24 (100,865) increased 6.9% compared to FY-23 (94,334).
- ACCESS LYNX ridership increased by 3K, or 4.7%, compared to September 2023. Year-to-date ridership for FY-24 (777,702) increased 21.2% compared to FY-23 (641,748).

LYNX Board Agenda

- Vanpool ridership increased by 3.5K, or 18.5%, compared to September 2023. Year-to-date ridership for FY-24 (266,493) increased by 3.7% compared to FY-23 (256,889).
- There was no special event ridership for September 2024.



September 2024 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Sep-23	Sep-24	% Δ	YTD-23	YTD-24	% Δ
LYMMO	35,198	56,940	61.8%	481,029	469,626	-2.4%
Fixed Route	1,445,818	1,482,788	2.6%	16,917,053	18,067,102	6.8%
NeighborLink	7,483	8,434	12.7%	94,334	100,865	6.9%
ACCESS LYNX	57,909	60,647	4.7%	641,748	777,702	21.2%
Vanpool	19,278	22,844	18.5%	256,889	266,493	3.7%
Special Events	0	0	N/A	28,548	16,080	-43.7%
SYSTEM TOTAL	1,565,686	1,631,653	4.2%	18,419,601	19,697,868	6.9%

September-23	20 Weekdays	5 Saturdays	5 Sundays
September-24	20 Weekdays	4 Saturdays	6 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Sep-23	Sep-24	% Δ	Sep-23	Sep-24	% Δ	Sep-23	Sep-24	% Δ
LYMMO	1,270	1,452	14.3%	1,198	599	-50.0%	763	1,254	64.4%
Fixed Route	54,623	55,952	2.4%	37,810	39,790	5.2%	26,555	36,861	38.8%
NeighborLink	325	357	9.8%	197	234	18.8%	-	-	-
ACCESS LYNX	2,413	2,528	4.8%	994	1,314	32.2%	688	804	16.9%
Vanpool	442	503	13.8%	106	179	68.9%	43	95	120.9%
SYSTEM TOTAL	59,073	60,792	2.9%	40,305	42,116	4.5%	28,049	39,014	39.1%

LYNX ridership increased by about 70K, or 4.2%, compared to September 2023.

LYMMO ridership increased by about 21.8K, or 61.8%, compared to September 2023. Compared to September 2023, average weekday ridership increased by 14.3%. There have not been any recent service changes to any of the LYMMO routes.

Fixed Route ridership increased by about 27K, or 2.6%, compared to September 2023. Average weekday, Saturday, and Sunday ridership increased by 2.4%, 5.2%, and 38.8% respectively compared to the same time period last year. Ridership is showing a steady recovery from losses incurred from the COVID-19 pandemic with routes such as the 38, 55, and 426 exceeding their pre-COVID ridership.

NeighborLink ridership increased by about 2K, or 12.7%, compared to September 2023. NeighborLink ridership saw a 9.8% increase in average weekday ridership and a 18.8% increase in average Saturday ridership.

ACCESS LYNX ridership increased by about 3K, or 4.7%, compared to September 2023. Ridership showed increases of 4.8% in average weekday, 32.2% in average Saturday, and 16.9% to average Sunday.

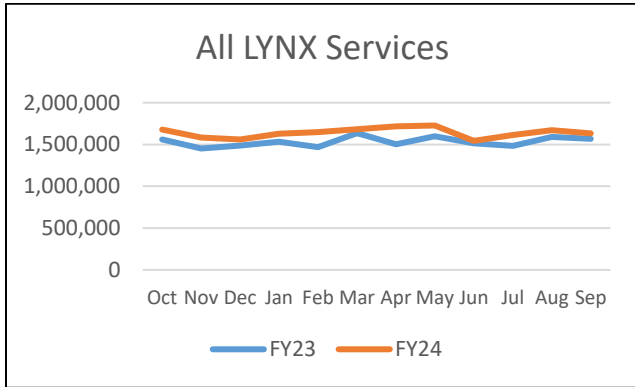
Vanpool ridership increased by about 3.5K, or 18.5%, compared to September 2023. Vanpool continues to remain consistent in ridership, maintaining the same trends currently in FY24 that were seen in FY23.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.96/gallon in September 2023 and \$3.34/gallon in September 2024. Historically, high gas prices can result in increased public transit ridership.

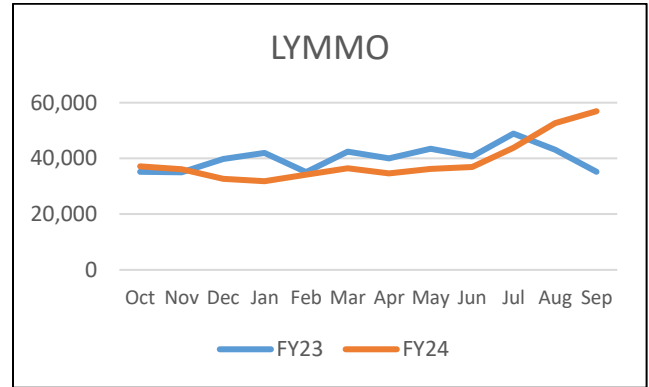


September 2024 Service Performance Report

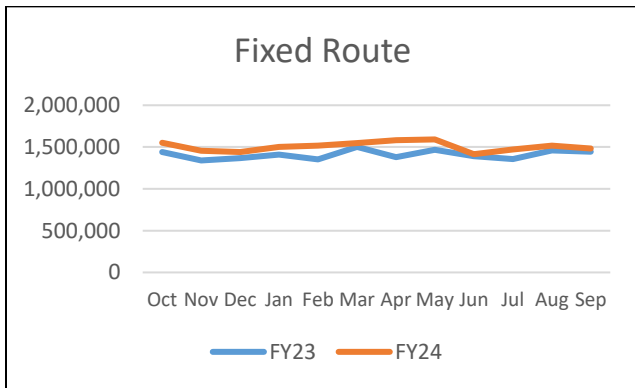
MONTHLY RIDERSHIP TRENDS BY MODE



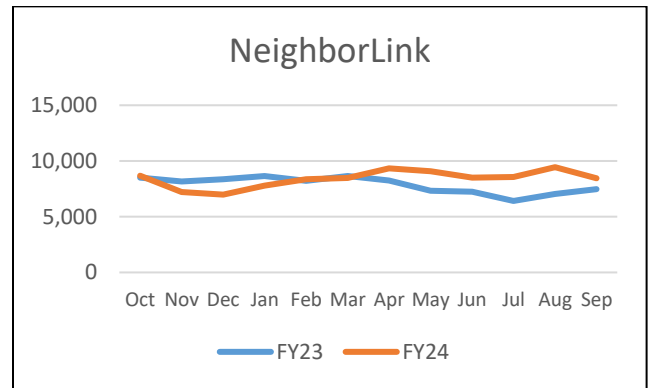
Fiscal Year 2024 LYNX system-wide ridership increased by 6.9% compared to Fiscal Year 2023.



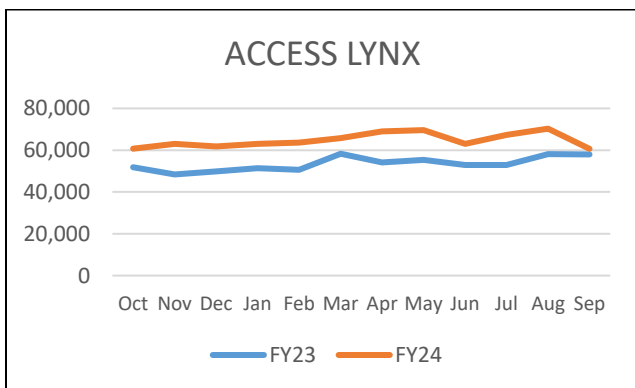
Fiscal Year 2024 LYMMO ridership decreased by 2.4% compared to Fiscal Year 2023.



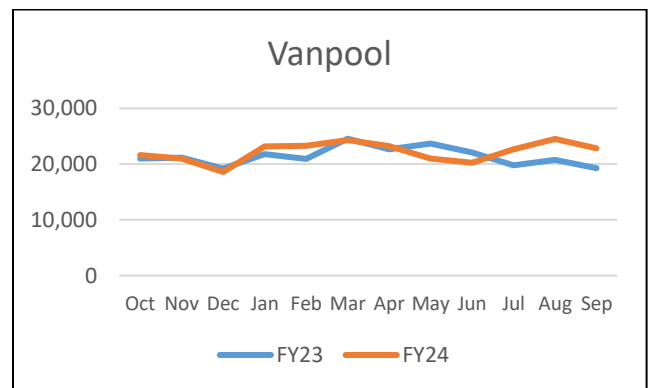
Fiscal Year 2024 Fixed Route ridership increased by 6.8% compared to Fiscal Year 2023.



Fiscal Year 2024 NeighborLink ridership increased by 6.9% compared to Fiscal Year 2023.



Fiscal Year 2024 ACCESS LYNX ridership increased by 21.2% compared to Fiscal Year 2023.



Fiscal Year 2024 Vanpool ridership increased by 3.7% compared to Fiscal Year 2023.



September 2024 Service Performance Report

FIXED ROUTE AND LYMMO MONTHLY PERFORMANCE DATA

Fixed Route - Modal Performance Data - Fiscal Year 2024									
Month	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	1,550,580	17	59%	14%	10	90,603	98%	224	83%
Nov	1,455,339	17	60%	10%	10	87,373	98%	199	97%
Dec	1,439,194	17	62%	13%	9	88,578	98%	195	56%
Jan	1,501,160	17	69%	11%	10	90,587	99%	193	96%
Feb	1,516,805	18	65%	15%	7	85,581	98%	203	94%
Mar	1,548,560	17	66%	15%	5	90,024	99%	206	75%
Apr	1,580,459	18	66%	12%	3	89,663	99%	203	100%
May	1,591,175	17	66%	15%	8	93,081	99%	204	99%
Jun	1,414,631	16	67%	12%	7	89,250	99%	220	97%
Jul	1,470,976	16	67%	10%	7	93,081	98%	219	94%
Aug	1,515,435	16	66%	13%	6	94,044	98%	215	78%
Sep	1,482,788	17	65%	12%	3	89,258	98%	239	73%
YTD	18,067,102	17	65%	13%	85	1,081,123	98%	210	87%

LYMMO - Modal Performance Data - Fiscal Year 2024								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	37,109	5	65%	1	7,128	95%	14	83%
Nov	36,094	5	66%	0	6,867	97%	8	97%
Dec	32,686	5	65%	0	6,914	97%	8	56%
Jan	31,816	5	72%	0	7,128	98%	10	96%
Feb	34,117	5	71%	0	6,713	98%	9	94%
Mar	36,484	5	71%	0	7,021	98%	8	75%
Apr	34,667	5	69%	0	6,974	98%	8	100%
May	36,284	5	65%	0	7,128	98%	6	100%
Jun	36,942	6	68%	0	6,760	98%	1	100%
Jul	43,778	7	67%	0	7,128	94%	0	100%
Aug	52,709	8	65%	0	7,128	97%	1	100%
Sep	56,940	9	64%	1	6,760	96%	1	100%
YTD	469,626	6	67%	2	83,649	97%	6	92%



September 2024 Service Performance Report

NEIGHBORLINK AND ACCESS LYNX MONTHLY PERFORMANCE DATA

NeighborLink - Modal Performance Data - Fiscal Year 2024						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	8,680	100%	100%	0	15	100%
Nov	7,221	100%	100%	0	15	100%
Dec	6,982	100%	100%	0	14	100%
Jan	7,775	100%	100%	0	14	100%
Feb	8,370	100%	100%	0	14	100%
Mar	8,463	100%	100%	0	14	80%
Apr	9,346	100%	100%	0	15	100%
May	9,093	100%	100%	0	14	100%
Jun	8,500	100%	100%	0	14	100%
Jul	8,558	100%	100%	0	14	88%
Aug	9,443	100%	100%	0	15	70%
Sep	8,434	100%	100%	0	14	100%
YTD	100,865	100%	100%	0	14	95%

ACCESS LYNX - Modal Performance Data - Fiscal Year 2024						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	60,701	87%	94%	1	148	77%
Nov	62,947	91%	95%	0	153	77%
Dec	61,774	90%	99%	0	157	77%
Jan	62,973	93%	99%	0	160	80%
Feb	63,588	91%	99%	1	161	79%
Mar	65,824	91%	99%	4	161	75%
Apr	69,031	92%	99%	2	155	75%
May	69,618	90%	99%	0	155	69%
Jun	63,068	93%	99%	1	145	82%
Jul	67,239	93%	97%	2	145	45%
Aug	70,292	91%	99%	2	152	61%
Sep	60,647	91%	99%	3	156	38%
YTD	777,702	91.08%	98.08%	16	154	70%



September 2024 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 preventative maintenance inspections that were completed on time.

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