CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Agenda Central Florida Expressway Authority OPERATIONS COMMITTEE

October 19, 2015 10:30 a.m. Pelican Conference Room 107

1. CALL TO ORDER - Steve Fussell, Operations Committee Chairman

2. PUBLIC COMMENT

Pursuant to Florida Statute 286.0114 (2013) the Operations Committee will allow public comment on any matter either identified on this meeting agenda as requiring action, or anticipated to come before the Committee for action in reasonable proximity to this meeting. Speakers shall be limited to three minutes per person and the assignment of one person's time to another or designation of group spokesperson shall be allowed at the discretion of the Committee Chairman.

- 3. **APPROVAL OF JULY 20, 2015 MINUTES** *Steve Fussell, Operations Committee Chairman*
- 4. **UPDATE ON SYSTEM BUY** *Laura Kelley, Executive Director* (Info. Item)
- 5. **UPDATE ON CENTRALIZED CUSTOMER SERVICE SYSTEM (CCSS)** *Laura Kelley, Executive Director* (Info. item)
- 6. **FOLLOW-UP TO INTERNAL AUDIT REPORTS OPERATIONS ISSUES (**Laura Kelley, Executive Director)
- 7. **UPDATE ON TOLL SYSTEM REPLACEMENT PROJECT** *Joann Chizlett, Director of IT Special Projects* (Info. Item)
- 8. **UPDATE ON TOLL PHONE APPLICATION** *Joann Chizlett, Director of IT Special Projects* (Info. Item)
- 9. **UPDATE ON ALL ELECTRONIC TOLL COLLECTION** *David Wynne, Director of Toll Operations* (Info. item)
- 10. **UPDATE ON WRONG WAY DRIVING PROJECT** Corey Quinn, Chief of Technology/ Operations (Info. Item)

(Continued on Page 2)

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- 11. UPDATE ON PROJECT DEVELOPMENT & ENVIRONMENTAL (PD&E) STUDY FOR S.R. 408 EASTERN EXTENSION Will Sloup, P.E., Metric Engineering (Info. Item)
- 12. OTHER BUSINESS

ELECTRONIC AGENDA INTRODUCTION - Beginning in January 2016 the agenda materials for the Operations Committee meetings will be electronically posted on Diligent Boardbooks.

13. ADJOURNMENT

NEXT MEETING: JANUARY 25, 2016 AT 10:30 A.M.

TAB 1

APPROVAL OF JULY 20, 2015 MINUTES

Committee Members Present:

Charles Ramdatt, City of Orlando (Committee Chairman) Steve Fussell, Seminole County Jim Harrison, Orange County Fred Schneider, Lake County

Committee Members Absent:

Hector Lizasuain, Osceola County

Also Present:

Laura Kelley, Executive Director
Joseph A. Berenis, Chief of Infrastructure
Michelle Maikisch, Chief of Staff/Chief of Public Affairs
Linda Brehmer Lanosa, Deputy General Counsel
David Wynne, Director of Toll Operations
Corey Quinn, Director of Expressway Operations
Joann Chizlett, Director of IT
Darleen Mazzillo, Recording Secretary/Executive Assistant

CALL TO ORDER

The meeting was called to order at 10:30 a.m. by Committee Chairman Charles Ramdatt.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF FEBRUARY 19, 2015 MINUTES

A motion was made by Mr. Fussell and seconded by Mr. Schneider to approve the February 19, 2015 Operations Committee minutes as presented. The motion carried with 4 members present and voting AYE by voice vote; Mr. Lizasuain was not present.

ALL ELECTRONIC TOLL COLLECTION

Executive Director Laura Kelley reported that toll roads in South Florida and Tampa are currently utilizing all electronic toll collection (no cash lanes) on their systems. We have recently learned that the Florida Turnpike Enterprise is contemplating all electronic toll collection (ETC) to be implemented within the next five years in Central Florida.

She also reported that the Wekiva Parkway will operate with all electronic tolling. It will be CFX's first roadway with no cash lanes.

Ms. Kelley mentioned that we are currently looking into the possibility of buying portions of the SR 417 and SR 429 in Seminole and Osceola Counties, as well as the portion of SR 528 from I-4 to the Boggy Creek Interchange.

She asked for the committee members' thoughts regarding whether CFX should consider all electronic toll collection on its system.

The committee members discussed the following items to consider:

- Get feedback from other agencies that have done all ETC
- What segment is currently paying cash and how will it affect them?
- Cost to collect vs. expenses
- What risks are we willing to take?

Staff was directed to research the above items and report back at a later date.

OSCEOLA COUNTY'S TOLL COLLECTION

Ms. Kelley reported that we have collected tolls for Osceola County since 2007 to support O-PASS customers. Currently CFX charges Osceola County a transaction fee for electronic tolling, which equates to approximately \$300,000 annually. Osceola County handles their own cash collections.

Now that Osceola County is a member of our Board, we are considering removing the fee. Ms. Kelley asked for the Committee's thoughts on amending our Interlocal Agreement with Osceola County to allow for transaction processing free of charge. The proposed amended Interlocal Agreement was provided to the committee members.

The committee members discussed the matter and asked questions, which were answered by staff.

At the committee's request, Ms. Kelley explained the relationship with Osceola County and the Osceola County Expressway Authority.

Mr. Harrison asked if this was requested by Osceola County. Ms. Kelley said they have not formally requested this; it came about in discussions with them regarding collection of tolls on the Poinciana Parkway. The Osceola County Expressway Authority is having a workshop at the end of July to discuss Poinciana Parkway toll collection, which CFX staff will be attending.

The committee members decided to delay action on this matter until a request is made by Osceola County and to see the outcome of the workshop.

UPDATE ON CENTRALIZED CUSTOMER SERVICE SYSTEM (CCSS)

Ms. Kelley reported that the second-ranked firm, Accenture has filed a formal protest on the award of the Centralized Customer Service System contract. In discussions with the Turnpike Executive Director Diane Scaccetti, she expects the protest to be formally resolved by the September time frame.

We have received a master agreement from the Tumpike. It still does not contain the essential components of a partnership. When we requested a meeting of the four toll agencies, we received a letter from FDOT Secretary Jim Boxold stating that they would not engage in a meeting. He also directed us to have our attorney work through their attorney for any suggestions or comments to the agreement.

The committee members outlined the following issues and asked staff to report back at the next meeting:

- What is the urgency and criticality?
- Proper relationship between the agencies needs to be established
- What are the customer service benefits?

INCIDENT SCANNING PROJECT

Director of Expressway Operations Corey Quinn talked about a pilot project to improve the data collection process at fatal accident scenes on our roadways.

Traffic fatalities are tragic events that require careful scene investigation. Lengthy road closures as a result of a fatal accident cause negative impacts to our customers and create an environment for secondary accidents. The Florida Highway Patrol has a shortage of Traffic Homicide Investigators and many times there is a significant wait time for the THI to arrive on the scene. It can take 4 to 8 hours for the road to be re-opened after a fatal accident.

We have been looking at incident scanning technology in order to improve the data collection process at accident scenes.

Incident Scanning Technology:

- Uses laser scanning (LIDAR) to collect millions of data points in 3D space
- Data is loaded into crash analysis software for use by investigators
- Data is collected quicker than by hand

We initially looked at eight (8) companies, which were narrowed down to two (2). Demonstrations were held with the two vendors, Riegl Laser Measurement Systems and Leica. This technology is being used in San Diego and London. Mr. Quinn presented a video of the vendor demonstrations.

Next steps:

- Complete final report: 7/31/15
- Determine product(s) and quantities: 8/14/15
- Determine procurement mechanism: 8/28/15
- Develop and execute procurement contract: 10/1/15
- Begin pilot project: 10/16/15

(Mr. Harrison left the meeting at this time.)

Discussion ensued by the committee members. Mr. Ramdatt suggested that we have a pool of Traffic Homicide Investigators under contract to handle incidents in the four counties and city of Orlando. Mr. Quinn will explore this option.

COMMITTEE CHAIR ANNUAL ROTATION

Per the Operations Committee Charter, the Chairman will serve on an annual, rotating basis. According to the order established in the Charter, the Seminole County representative, Steve Fussell, will serve as Chairman beginning in September.

OTHER BUSINESS

There was no other business to come before the Operations Committee.

ADJ	IOL	JRN	M	ENT

The meeting was adjourned at 11:35 a.m.

Minutes approved on ______, 2015.

Pursuant to the Florida Public Records Law and CFX Records Management Policy, audio tapes of all Board and applicable Committee meetings are maintained and available upon request to the Records Management Liaison Officer at publicrecords@CFXWay.com or 4974 ORL Tower Road, Orlando, FL 32807. Additionally, video tapes of Board meetings commencing July 25, 2012 are available on the CFX website, www.CFXway.com.

TAB 2

FOLLOW-UP TO INTERNAL AUDIT REPORTS

Contracts Audit January 2011 Recommendations Status of Recommendations

Internal Audit Observation	Internal Audit Recommendation	Management Response	Management Action Plan	Responsible Party	Due Date
PASS account adjustments over \$200 and commercial E-PASS account adjustments in excess of \$500 must be approved by an ACS manager in	Supervisor passwords, rather than PINs, to approve adjustment transactions in TRIMS (passwords are required to be changed on a regular basis by the system).	The Authority concurs that moving to a password based approval is in its best interest. However, the change to a password based approval key would be a fairly significant change to the existing system. The current system is currently being reviewed for replacement as part of the Toll System Replacement (TSR) project. Making these changes now may be waste of valuable IT resources if the current system were to be disposed of in the near term. Based on the outcome of the TSR project the Authority would make this change as a part of a newly procured system or would be developed and implemented in the existing system once it was determined that we would be retaining the existing system.	It is retained and that the password be changed on a regular basis by the system.	Rene Rodrigue, Director of IT David Wynne, Director of Toil Operations	Original: 12/31/13 Revised: 12/31/15 Revised: 3/31/16

Toll Violations Audit March 2012 Recommendations Status of Recommendations

Internal Audit Observation	internal Audit Recommendation	Management Response	Management Action Plan	Responsible Party	Due Date
dollar threshold. Enhancing collection efforts could increase collection rates and associated revenue.	Management should determine if it is cost beneficial and within the business objectives of the Authority to turn over delinquent violators to a collection agency. The Authority should consider if the UTC is outstanding with the court. Additionally, the Authority should implement a policy containing a time and dollar threshold of how long a UTN or UTC violator should be outstanding before the Authority pursues collections, as well as, a dollar amount the UTN or UTC must reach prior to sending it to collections.	Concur	Director of Toll Operations will facilitate a review of potential revenue to be collected, possible collection rates, industry practices, legal ramifications and consideration of community perception.	David Wynne, Director of Toll Operations	Original: 1/1/13 Revised: 3/31/13 Revised: 1/1/14 Revised: 12/31/15

Toll Revenue Audit March 2013 Recommendations Status of Recommendations

Internal Audit Observation	Internal Audit Recommendation	Management Response	Management Action Plan	Responsible Party	Due Date
6. Potential Revenue Leakage: The potential extrapolated discrepancies in the toll collections audit highlighted above total approximately \$1,000 for the six month period ended December 2012. A root cause of this appears to be the manual nature of the Attendant's Shift Record used as a reconciling item during toll collections audits, for which third party contractor auditors are required to make assumptions as to what is being communicated by the TSA. Additionally, during the review of the toll collections audit, Internal Audit found that system purges and reverse run through transactions, system functions used to reset the toll lane if the lane server is out of sync, generates an expected revenue amount. Also the description or the Unusual Occurrence report for these transactions have the same overclass description as small vehicle transactions that do not engage the toll lane treadles. The third party contractor uses the Unusual Occurrence report to reduce the expected revenue for the system purges and reverse run through transactions, while maintaining the expected revenue related to the smaller vehicles that do not engage the treadles. Internal Audit performed a review of the overclass transactions (excluding purges, re-syncs, and reverse run throughs) and found that the third party contractor reversed the expected revenue inappropriately in 4 out of 25 transactions tested, an error rate of 13%. The potential extrapolated variance when applied to all overclass transactions for the six month period ended December 31, 2012 is estimated to be approximately \$700.	b) The Authority should also consider automating certain aspects of the Attendant's Shift Record log by integrating the unusual occurrence, violations, and insufficient fund transactions within the MLT system. This would reduce the subjectivity of the FTS auditor's interpretation of the manual ASR log.	Concur	The Authority currently has this recommendation as a function in the planned Toll System Replacement project that is currently ongoing at this time. The Authority would expect to have the new system in place and operating by July 1, 2015.	David Wynne, Director of Toll Operations	Original: 7/1/15 Revised: 4/30/16 Revised: 12/31/17

Intelligent Transportation Systems Security Review February 2015 Recommendations Status of Recommendations

Internal Audit Observation	Internal Audit Recommendation	Management Response	Responsible Party	Due Date
1. Generic Key Access to Roadside Cabinets: A common key is used to lock the roadside cabinets that house ITS network equipment. There are over 300 roadside cabinets in the ITS environment, each containing computer equipment that supports the digital message boards, cameras, RFID readers and other ITS roadside equipment. These cabinets are accessed by ITS contractors and ITS staff to install, troubleshoot, and repair issued on the ITS network. This common key (termed "universal #2 key") used to lock the ITS roadside cabinets is also used by FDOT, CalTrans, and other state organizations. Potentially unauthorized access could be gained to the roadside cabinets because of the wide usage of the universal #2 keys that are used to lock them. Additionally, once these cabinets are unlocked, the computer equipment that supports the digital message boards and RFID readers can be accessed, as well as the rest of the ITS internal network. This, coupled with the risk described in Observation #2 of this report, could allow unwanted changes to the message boards that project travel times, and could allow Denial of Service attacks on the traffic pattern equipment in the environment. Also, because the universal #2 key is not assigned to a single person (but is given to anyone who needs to perform work on equipment in the cabinets), administrators may not be able to assign accountability to the person opening a roadside cabinet. Additionally, ITS cannot grant access to specific cabinets based on the work that is to be performed. This does not follow the principle of least privilege, in which a person is granted access to only those systems required based on their job duties.	staff or iTS contractors) can access them. This tool should allow ITS to grant access to only those cabinets necessary (not all cabinets in the environment), and should be unique to the ITS environment.	Though ITS is not aware of unauthorized access occurring, we recognize the risk of utilizing a generic key. ITS will develop a plan to implement a five year project to address the risk of unauthorized access to the cabinets due to the use of a generic key. Update July 21, 2015: Cyberlock will be installed as part of project 599-525. Estimated completion date is December 31, 2016.	Corey Quinn	12/31/16

used on the digital message board controllers that give travelers	supplied credentials before moving a system to deployment as part of the ITS standard system build. Ensure that all passwords are changed at least every 90 days.	ITS will change the default credentials on the digital message board controllers where possible (the credentials are hard-coded in some models, and therefore cannot be changed). We will research the feasibility of changing these credentials every quarter, in addition to relying on our response outlined in Observation #1 (Devices that do not have remote password modification capabilities from the manufacturer must rely on the response outlined in Observation #1), and detective controls surrounding the cabinets. Update July 21, 2015: Where possible, RADIUS authentication technology will be used to subsume authentication under the normal CFX password requirements. Where RADIUS cannot be used due to functionality limitations, passwords will be rotated twice a year beginning November 2015.	Corey Quinn	11/30/15
4. Documented Policies and Procedures: Though ITS leverages CFX policies and procedures where possible, defined policies, procedures, and roles and responsibilities are not documented fo operations specific to ITS, such as procedures for adding and removing user access and the incident response process. While there is very little change of users in the ITS environment, the process should be documented to prevent loss of knowledge should an ITS employee or long-term contractor leave the organization. Without strong governance over standard practices throughout the environment, current activities may not outline Management's current expectations.	and document the ITS Incident Response Plan. Ensure all policies are reviewed at least annually to ensure each policy is still relevant.	ITS is currently creating a document outlining formalized security procedures to be implemented in the environment. The processes outline above will be included in this document. Additionally, ITS will work with CFX to determine a clear delineation of responsibility between the environments to ensure all processes at ITS, including those listed above, are formally documented. Update July 21, 2015: Development is complete, review to be completed by September 1, 2015.	Corey Quinn	9/1/15

systems scanned have vulnerabilities that could lead to compromise due to missing patches or upgrades. The vulnerabilities in these applications could allow for denial of service attacks, arbitrary code execution, information disclosure, or authentication bypass. Each of these attacks affects the confidentiality, integrity or availability of the applications listed above, which may cause difficulties when conducting normal business operations or system and application maintenance. A listing of these vulnerabilities has been provided to ITS in a separate document.	from their vendors. Analyze their business use, and remove them should they be deemed unnecessary. Develop and deploy a formal vulnerability management process that includes periodic vulnerability scans to allow for the identification and application of all updates to systems which do not have the most recent patch level.	to refine a process to keep these updated (currently, ITS systems do not have Internet access, and as such, updating these applications would require CFX's involvement and a manual process). Update July 21, 2015: Software update or removal will be completed by February 28, 2016.	Corey Quinn	2/28/16
network are not secured, managed, correlated, or alerted upon.	Deploy a log aggregation tool to the environment and feed all logs into this tool so that they may be centralized, correlated and protected. Review these logs periodically to identify actions within the environment which are unwanted or unauthorized.	ITS will research the feasibility of including this functionality into the current logging system "What'sup Gold". Update July 21, 2015: Research complete. Implementation of Secure Information and Event Management solution pending upcoming organizational changes.	Corey Quinn	6/30/15

open shares, and other configuration weaknesses listed below have not been performed on 93 of the 1627 systems assessed during this project. System hardening is the process of identifying and remediating weaknesses in system configurations to prevent the possibility of compromise due to those weaknesses. The vulnerabilities in these configurations could allow for eavesdropping or impersonation attacks, information disclosure, or authentication bypass. Each of these attacks affects the confidentiality, integrity or availability of the applications listed above, potentially placing ITS' business processes and / or data at risk. A listing of these vulnerabilities has been provided to ITS in a separate document.	checklist format to be included in the current build guidelines for all systems. Modify the configuration settings on the above noted systems to ensure they are hardened against attack. The National Institute of Standards and Technologies (NIST) publication on server security is an industry standard regarding system hardening and can be found here: csrc.nist.gov/publications/nistpubs/800-123/SP800-123.pdf Implement a validation process within the current change control procedures to identify unauthorized modifications to systems in the environment to ensure that they remain configured as required by management. This validation process should be performed upon initial system build and at periodic intervals, and should not be performed by the employee who configured the changes to preserve the separation of duties principle.	Update July 21, 2015: Reconfiguration or removal to be completed by March 31, 2016 pending upcoming organizational changes.	Corey Quinn	3/31/16
Protocol), Telnet, and rlogin are utilized on 1131 of the 1627 systems scanned within the ITS environment. They require a user to enter a username and password for authentication to the remote system. This username and password and all other data are transferred between the client and server without encryption on the network. Since the username and password are unencrypted while on the network there is a cossibility that are	Additionally, because Rlogin can be configured to allow users to togin without providing a password, ITS and CFX should review the deployment of Rlogin on all systems in the environment to ensure that this service is not configured in this manner.	functionality outlined above, and include disabiling insecure services in the "ITS security procedure" document (assuming this functionality is not needed). Update July 21, 2015: Research complete. Documented business justification for necessary clear text protocols will be added to the security manual, and the remaining items will be removed by April 30, 2016.	Corey Quinn	4/30/16

network. SNMP utilizes community strings as a form of password	from the default values to avoid the possibility of unwanted information leakage or configuration changes. Additionally, disable legacy versions of SNMP (Versions 1 and 2), and utilize the current version of SNMP (Version 3).	iTS will develop a plan to modify the default SNMP strings in the environment. Update July 21, 2015: Research complete. Documented business justification for necessary SNMP strings will be added to the security manual, and the remaining items will be removed by July 31, 2016.	Corey Quinn	7/31/16
11. Dual-Factor Authentication: ITS users are not required to utilize dual-factor authentication for connecting remotely to the network. Dual-factor authentication within the environment is controlled by the CFX IT staff, and currently, only CFX employees are required to connect remotely using dual-factor authentication. Dual-factor authentication requires two (2) of these three (3) items to verify the identity of the user attempting to gain access to the network: Something a user knows (a password) Something a user is (biometrics) Without dual-factor authentication, the compromise of a password can potentially lead to the compromise of sensitive data due to the lack of an additional requirement to authenticate.		ITS will discuss adding contractors and those who need to connect to the iTS environment through the CFX technology with the CFX IT group. Update July 21, 2015: ITS will deploy trial with Atkins personnel to test the impact to personnel responsible for provisioning accounts by August 31, 2015.	Corey Quinn	8/31/15
the vulnerabilities has been provided in a separate document.	Test configurations changes for upgrading to TLS 1.2, deploying strong cipher suites, disabling SSL renegotiation and disabling compression. Should these configuration changes be successful without causing business disruption, deploy these changes to the environment. Generate new certificates for those that are self-signed, expired, have the wrong hostname, or have weak hashing algorithms.	ITS systems).	Corey Quinn	10/31/15

Trace and Track methods enabled. These features are installed to assist developers in debugging web page programming and are not necessary on production servers. A listing of these web	identified web servers. Additionally, the PUT and/or DELETE method should be disabled or disallowed on identified web servers. ITS and CFX should also consider applying the principle of least privileges to these servers and remove all unnecessary HTTP Methods, unless there is a business critical need.	The system contractor (who administers this system) will be asked to research the feasibility of disabling this functionality when it is not being used, or find other functionality with less risk.	Corey Quinn	12/31/15

Back Office Customer Call Center Review May 2015 Recommendations Status of Recommendations

Internal Audit Observation	Internal Audit Recommendation	Management Response	Management Action Plan	Responsible Party	Due Date
The call center has a target Average speed of Answer (ASA) of 60 seconds. Currently the call center's ASA is approximately 128 seconds, which is consistent across all call types and skills. There are several factor that play a role in the prolonged ASAtimes. Call center agents spend approximately 50% of their time handling inbound calls while 30% of agent time is spent in various auxiliarystates, including After-Call-Work (ACW), which represents about 50% of agent auxiliary time on average. The Authority's Avaya AutomaticCall Distribution ("ACD") systemisprogrammed to provide an automatic 20secondsof ACW at the end of each call for the call center agent to complete servicing the call, make notation on the customer's account, etc. The industry average ACW is between 12-15 seconds. Based on the 400 calls observed, there is not a great deal of after-call work activity	The Authority should consider making changes to the call center agent scheduling to leverage part-time staff and improve agent utilization to increase agent availability and lower average speed of answer to the call center's target of 60 seconds. There are several inexpensive staffing tools that can be utilized to effectively manage the call center schedule, such as ccModeler. The Authority and third party vendor should also consider performing additional analysis into the factors that drive the ACW time to determine if the ACW time can be reduced in an effort to improve agent availability and improve the ASA. The analysis should include an evaluation of the actual time utilized to capture call servicing notations and other information after the call has ended, and evaluate the extent to which these activities are utilized to service customers or improve the efficiency of future calls.		The Authority will utilize the recommended ccModelerprogram to analyze the leverage call center resources more effectively and increase agent availability. The Authority will also adjust the After-Call-Work (ACW) timeto 15 seconds.	David Wynne, Director of Toll Operations, and Joann Chizlett, former Director of IT	6/30/15

selects service options from a prompt. The customer is then routed to the Vector Steps, which provides additional messaging and routes the call to an available call center agent. Within the IVR and Vector steps the following inconsistencies and duplicative information are delivered to the customer, which if corrected, could improve the overall customer call experience: 1. The call prompts utilize a mix of different male and female voices leading to an abrupt and inconsistent customer experience. 2. The inter-prompt and queue treatment consists of a mixed use of sillence, ringing, messaging, and music while the customer is on-hold and as the customer transitions from one vector step to another. 3. E-PASS main menu has redundant options to "return to main menu" and "repeat options". The menu also allows callers to opt out to a customer service representative using option "0" which may lead to prolonged call handling times. 4. Hours of operation and locations are given to callers even though the center is open. This information would normally only be presented after-hours. 5. The center does not leverage Estimated Wait Time ("EWT") prompting to inform callers of wait times and potentially redirect callers to online servicing.		Concur	The Authority is in the process of procuring and implementing a new IVR system for E-PASS which will include back-up hardware, and the improvement recommendations will be taken to into account at that time. In addition, the Authority will provide the recommendations to the centralized back office contact center vendor for consideration during the development of any IVR technology, if the Authority were to agree to move forward with the centralized back office contact center.	Rene Rodrigue, Director of IT	6/30/16
Authority and the third party vendor to monitor the overall customer service experience and the effectiveness and efficiency of the call center operations. Currently, the Authority utilizes reports to assess	The Authority should use detailed reporting to more accurately measure and assess performance factors that drive key statistics. Internal Audit has partnered with the Authority to develop many of these reports as a part of this review. The Authority should use the reports to develop process improvements to improve the call center's operations and achieve the performance targets. Specific reports that should be leveraged include agent attendance and agent aux reports.	Concur	The Authority will track daily, weekly and monthly service level data to assess and improve the performance targets. Service Level is currently set at 80% and will be modified accordingly.	David Wynne, Director of Toll Operations	6/1/15

Aligning call quality attributes to a standardized call flow process enables an organization to assess, measure and address specific behaviors that are aligned to call handling performance objectives, such as call handle time and use of ACW. The standard segments of a call flow include Greeting, Caller Identification, Caller Validation, Service Identification, Service Delivery and Wrap up. The Authority's call center quality assurance program is aligned to measure quality in a generalized manner and is not aligned to a standardized call flow. The current call center quality assurance forms are made up of 29 Yes or No questions and 5 additional questions that are measured on a gradient of 1-3. The form does not include "automatic fail" questions/responses that would indicate the need for immediate re-training. As a leading quality assurance practice, all questions should be measured on a gradient whenever feasible. Aligning the quality form to a standardized call flow enables the use of gradients more easily because it allows the behaviors measured to be compared against a specific business process and related goals.	To improve the quality assurance process, the Authority should identify a standardized call flow for the types of calls handled by the call center and identify the specific behaviors and skills that should be measured within each segment of the call. This process would enhance the quality assurance process to allow for specific guidance to CSR's and align quality criteria to measurable business goals and objectives (e.g. reduction of call handle time).	Concur	The Authority will work with the third party call center vendor to revise the current quality assurance process to align with the call quality attributes to measure business objectives.	David Wynne, Director of Toll Operations	Original: 7/1/15 Revised: 11/30/15
the Authorities web presence could be improved to make the process of making payments online more intuitive. Links to unpaid toll payment options are not plainly visible and require additional navigation that we believe is deterring customers from utilizing the online service and instead placing calls into the center. In addition, throughout the course of the 400 call observations, there were only a handful of calls (fewer than 5) where the agent reminded the caller that purchasing a transponder or replenishing their account would allow them to avoid toll violations in the future.	The Authority should consider launching an E-PASS product and services website, independent of the corporate website, that would focus on the customer experience and E-PASS activity. An E-PASS focused website would allow customers to navigate the site with ease and would help to deflect customer service activities, such as making unpaid toll notice payment and account replenishments, to the website. Also, call center agent training should also be considered to reinforce the importance of reminding customers to replenish their accounts and/or purchase a transponder in cases where an in-state customer is contacting the authority about a toll violation or citation. These improvements can deflect calls and reduce volume of calls received by the call center. The Authority should also consider adding prompts to the treatment provided on the main number to route callers to the call center in order to limit the number of call center calls received by the receptionist.	Concur	1. The Director of Toll Operation and IT will schedule a meeting with the CFX Communication Department to discuss the recommendations to the website and evaluate which recommendation can be implemented. 2. The call center scripts will be updated to include a reminder to customers to replenish and/or purchase a transponder at the end of each call. 3. The Authority will consider adding prompts to the treatment provided on the main number to route callers to the call center in order to limit the number of call center calls received by the receptionist.	1. David Wynne, Director of Toll Operations, and Joann Chizlett, former Director of IT 2. David Wynne, Director of Toll Operations 3. Joann Chizlett, former Director of IT	1. 8/1/15 2. Original: 6/1/15 Revised: 11/30/15 3. 8/1/15

incorporate call automation based on	he majority of calls handled by the Authority are payment related, ncluding payment of Unpaid Pay Notices and Citations and account eplenishment. During these calls, agents spend an average of 68 econds identifying the caller and accessing their account. This	1. David Wynne, Director of Toll	1. Original: 7/1/15
the phone number that they are calling from) and agent training to obtain the information required to identify the customer and access their account as efficiently as possible could significantly reduce the handle time of calls. The third party call center vendor will	ombination of call automation (attempting to identify the caller via he phone number that they are calling from) and agent training to obtain the information required to identify the customer and access heir account as efficiently as possible could significantly reduce the	Rene Rodrigue, Director of IT 2. David Wynne, Director of Toll Operations	Revised: 11/30/15 2. Original: 8/1/1/5 Revised: 11/30/15

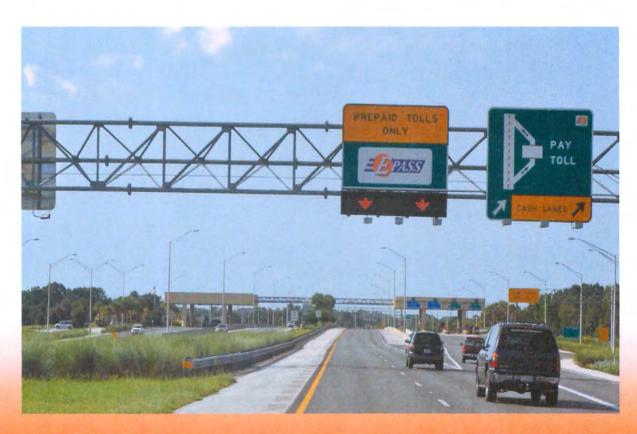
TAB 3

UPDATE ON TOLL SYSTEM REPLACEMENT PROJECT





What is a Toll System?



Major Functions

- Gathering/Tracking of Transactions
- Image Capture
- Image Review/Unpaid Tolls
- Customer Account Management
- Interoperability
- Plaza Operations
- Collector Operations
- Reporting
- Numerous External Interfaces
 - (other entities, banks, etc.)



Gathering/Tracking Transactions

- Tracking vehicles passing through a toll
- Did the vehicle have a valid transponder?
- How many axles did the vehicle have?
- Was payment received?
- Forwarding information





- An image is taken of every vehicle
- Image is discarded if payment is received







Image Review/Unpaid Tolls

- Image Review
- Retrieve Registered Owner Information
- Create Unpaid Toll Notices
- Create Uniform Traffic Citations
- Accept Payments

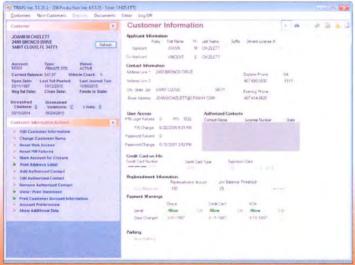




Customer Account Management

- E-PASS Customer Account Service
- Update Information

Take Payments





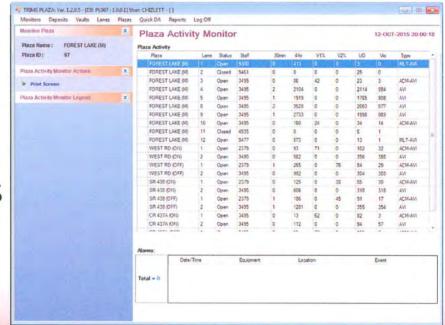
- We are transponder interoperable with SunPass and Lee County in Florida
- We are plate interoperable with Georgia and North Carolina





Plaza Operations

- Monitor
 - Plaza Activity
 - Alarms
 - Malfunctions
- Vaults/Deposits
- Reports





Collector Operations

- Classify vehicles
- Collect proper toll amount
- Provide change
- Provide receipts



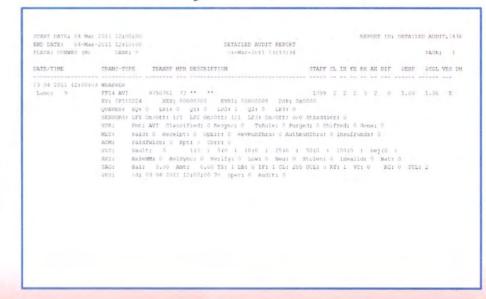


Reports provided at every level of the

system

- Traffic

- Financial
- Operational
- Transaction





External Interfaces

- Credit Card Processing
- Banks that process our cash
- Department of Highway Safety and Motor Vehicle









- Prime contractor TRANSCORE
- \$85,000,000 Project
- Part of the CFX 5 year work plan
- Current system went live in 1994
- Toll collection system upgrade and replacement of key components

>>> What is Included

- · Lane and Plaza hardware and software
- Centralized transaction server hardware and software
- Image processing system
- Transaction Video Audit System*
- Law Enforcement Notification System*
- Maintenance Management System
- Reporting* New



What is NOT Included

- Readers/antennas
- Coin Machines
- Transponders
- Customer service system
- Customer service websites
- Customer communications
- Enforcement activities









>>> Where Are We?

- Notice to proceed June 2015
- Design Phase
- Planning
 - Transition
 - Master QA/QC
 - Configuration Management
 - Safety
 - Test
- Scheduling

Major Milestones

- Spring 2016
 - Conduct Factory Acceptance Test
- Late 2016/Early 2017
 - Complete System Initial End-To-End Test
- Fall 2019
 - Complete Final System Acceptance Test

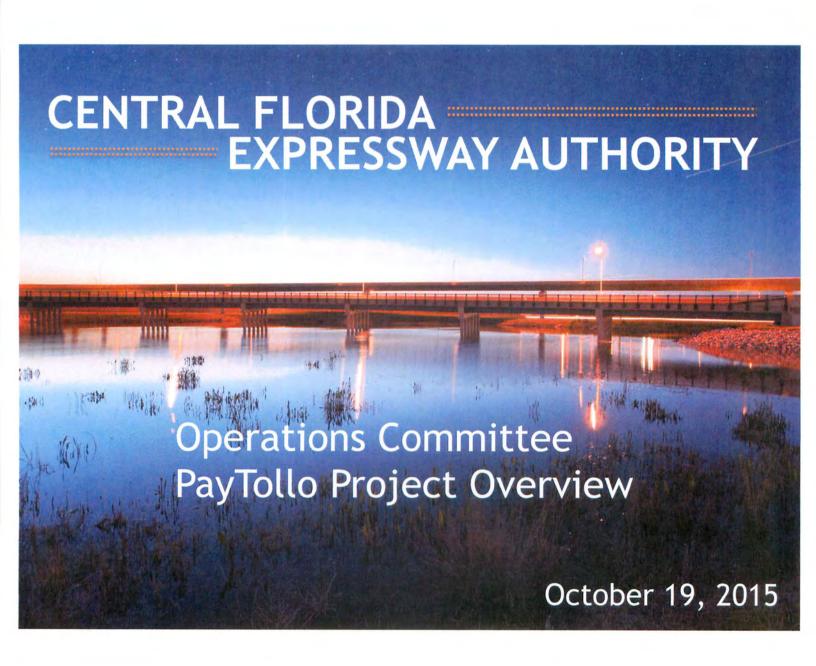


Questions?



TAB 4

UPDATE ON TOLL PHONE APPLICATION





Who is PayTollo Inc.?



Abenezer Yohalashet
CEO & Co-Founder



Evan WellsChief Financial Officer



Francesco Alex Indaco
Chief Technology Officer



CFX and PayTollo



- Proof of Concept Pilot
- Current Tasks
 - Refining process flows
 - Working on test case scenarios
 - Coding



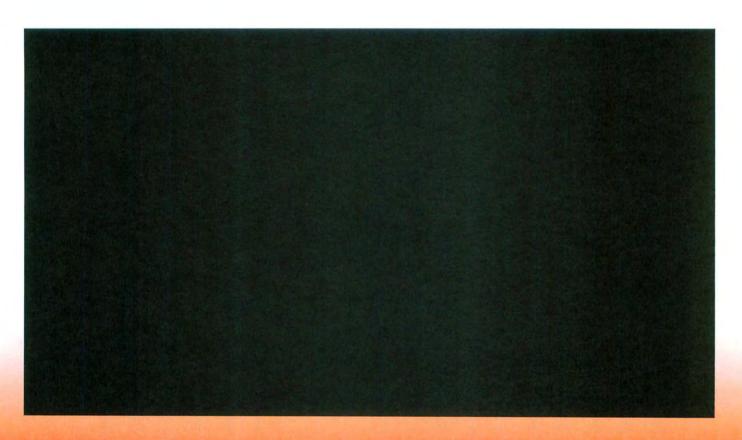




- Mobile toll payment platform
- Users download the PayTollo™ App
- Targets the infrequent toll customer
- Alternate to the cash lanes
- Potential to be nationwide



PayTollo™ Video





User Responsibility

- Download the App
- Create an account with PayTollo™
 - Driver Information
 - Vehicle Information
 - Payment Information
- Drive
 - Notified upon approach
 - Asked if want to pay toll
 - Can wait to say yes/no





PayTollo Responsibility

- Send all customer license plates to CFX
- Track all transactions from users
- Track whether user will pay or not





- Respond to CFX request for payment
- Forward tolls collected to CFX



>>> CFX Responsibility

- Receive image due to unpaid toll
- Process image

- OUTATIME
- Identify plate/state of vehicle
- Request payment from PayTollo if plate matches PayTollo customer
- If PayTollo will pay toll marked paid
- If no payment from PayTollo continue CFX process



- Collaborative effort
- Scalable virtual call center PayTollo
- PayTollo ™ Cares program and complaint management system

Upcoming Milestones

- December 2015/January 2016
 - Internal testing begins
- January 2016
 - Android App completed
- February 2016
 - Private beta testing begins
- March 2016
 - Soft launch begins
- May 2016
 - Full launch





Benefits to Customers



- Convenience
 - Pay tolls nationwide with a single account
- Peace of Mind
 - No worries about receiving notices/tickets
- Efficiency
 - Pay all tolls with a single device/cell phone



- Cost Savings
 - No need to send out an invoice



- No need to maintain customer accounts for infrequent users
- Image Tolls Collected Faster
 - Toll paid prior to any enforcement efforts
 - No waiting for invoice period
- Convenience
 - Could benefit visitors to the area

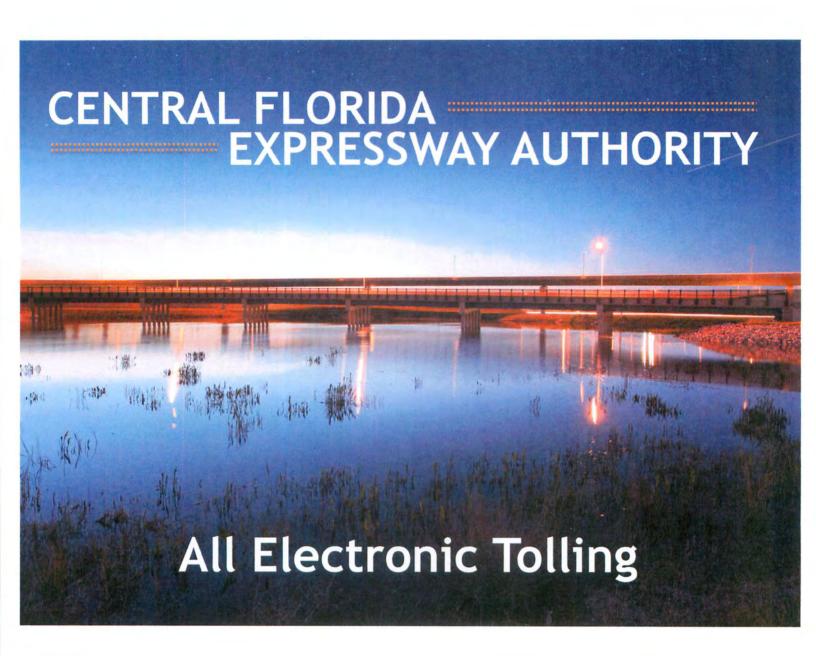


Questions?



TAB 5

UPDATE ON ALL ELECTRONIC TOLL COLLECTION

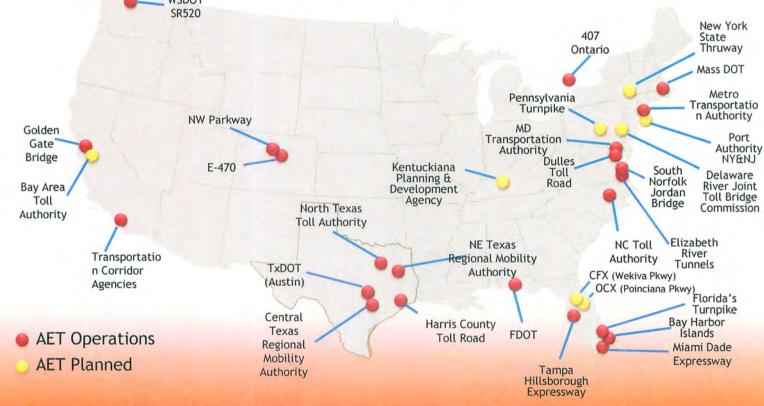




2010: ALL ELECTRONIC TOLLING No Cash Accepted in lanes







No Cash Process

- I. E-PASS
- II. Pay-by-Plate
 - 1. Camera captures license plate number of vehicle
 - 2. Back office processes this information, matches license number with address on file w/ DHSMV
 - 3. Invoice issued
 - 4. Estimated 30 day payment cycle



TREND: RETAIL CASH CHANNELS FOR CUSTOMERS

























ALL ELECTRONIC TOLLING BENEFITS

- Capital Costs
- Right-of-Way
- Traffic Congestion
- Operations/Facility Cost



- 1. Increase in unknown collectibles
- 2. Increase cost for image processing
- 3. Customer experience and education
- 4. Conversion process of existing facilities



POINCIANA PARKWAY: February 2016

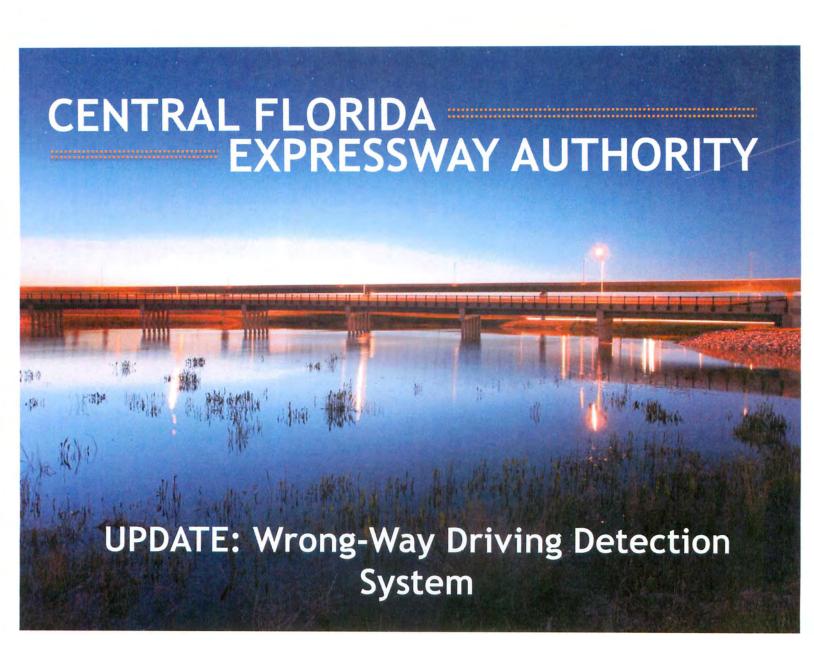
WEKIVA PARKWAY: March 2017



Future Board Workshop to Discuss CFX All Electronic Toll Options for the Existing Expressway System

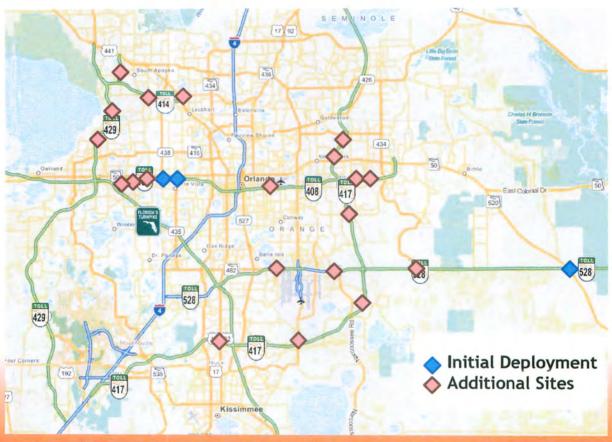
TAB 6

UPDATE ON WRONG WAY DRIVING PROJECT



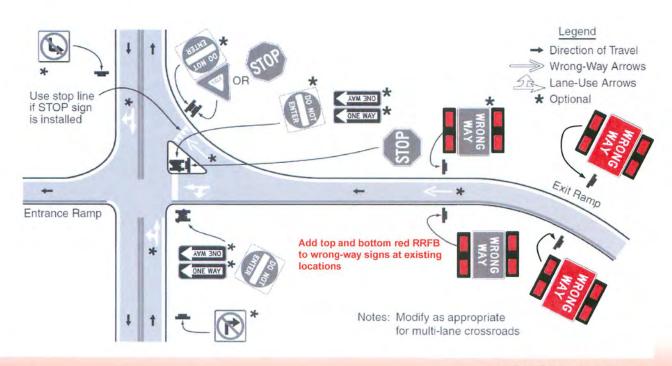


WWD DETECTORS





RAMP DETECTION EQUIPMENT



Add supplemental wrong-way signs and RRFB between existing wrong-way signs and the expressway mainline



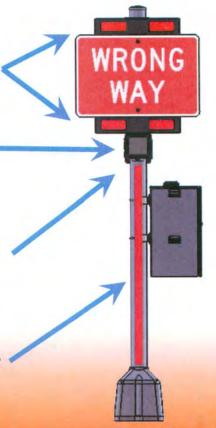
RAMP DETECTION EQUIPMENT

Red RRFB (two bars per sign)

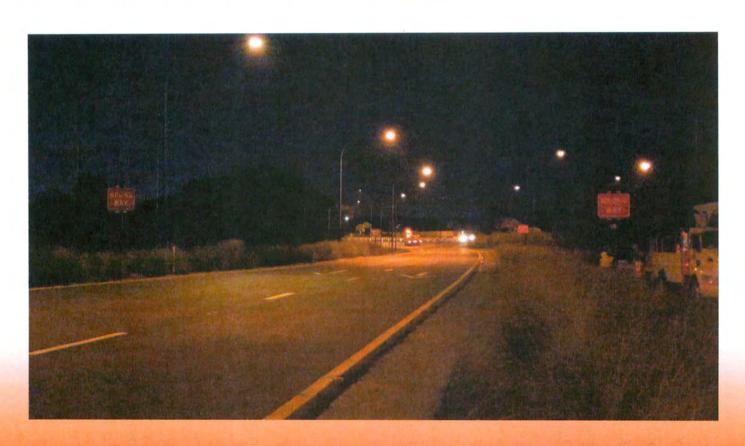
Radar (one forward-facing, one rear-facing)

Camera (one forward-facing, one side-facing)

Retroreflective red tape on pole



>>> SR 408 TESTING





WRONG WAY DRIVER REPORTED --- USE EXTREME CAUTION

WRONG WAY
DRIVER
REPORTED

ACTUAL DETECTION, Example 1



System: SR 408 WB Exit 4 @ Hiawassee Rd Alert Time: 8/16/2015 7:52:08 PM Powered by TAPCO





ACTUAL DETECTION, Example 3



>>>> Laser testing



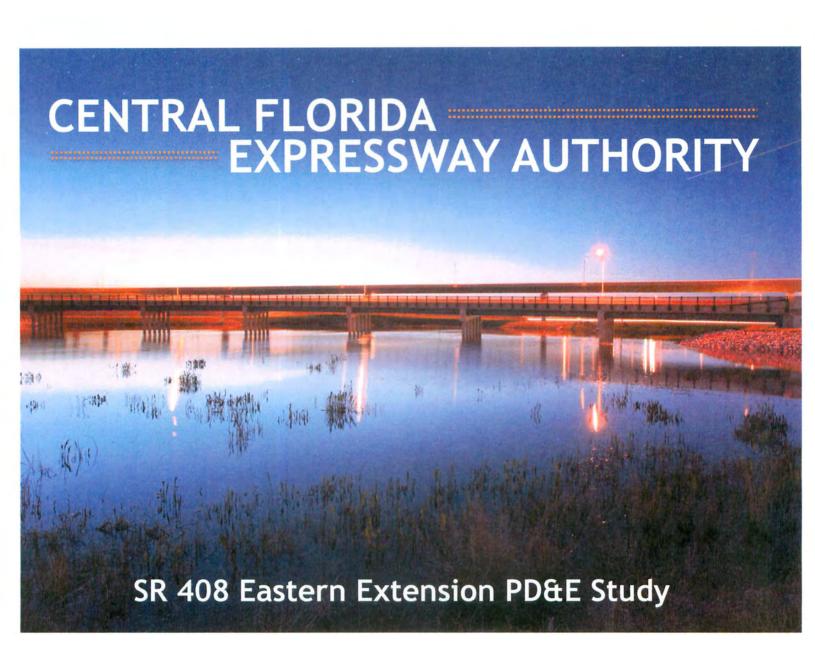
- Final 30 day test
 10/16/15
- Sites that have geometric challenges
- Alternative detection method
- Improved accuracy

>>> ONGOING ACTIVITY

- Posting messages to CFX dynamic message signs for right-way drivers
 22 WWD events February - September 2015
- Deploying additional locations
 - 19 Radar Design Complete
 - 7 Laser
 - 6 Under Construction
- Single Line DMS project

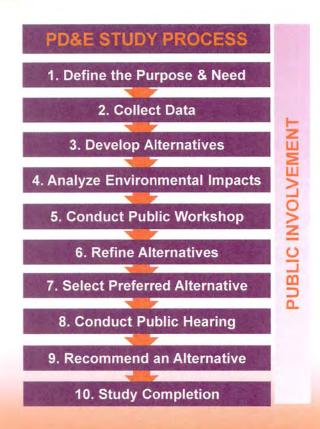
TAB 7

UPDATE ON PD&E STUDY FOR SR 408 EASTERN EXTENSION PROJECT



WHAT IS A PD&E?

- Process used to evaluate
 - o Engineering Alternatives
 - Environmental Impacts and Social, Cultural and Economic Impacts Associated with a Planned Transportation Project
 - o Public Involvement
- The PD&E study entails the preparation of all preliminary engineering and environmental documentation
 - State Environmental Impact Report (SEIR)



>>> PROJECT LOCATION



Extension of the SR 408 from its current eastern terminus to the SR 50/SR 520 Intersection (Approximately 7 miles)



Purpose and Need

- Provide additional capacity in the east-west direction to mitigate or eliminate capacity deficiencies
- Provide additional emergency evacuation service to supplement the limited number of evacuation routes in this area of Central Florida
- Provide improved transportation connectivity/linkage induced by the continued population growth and land use development reflected in various local comprehensive plans
- Provide transit support

>>> STUDY OBJECTIVES

- Update and validate 2008 Corridor Report results
- Determine design year (2045) traffic demand
- Develop feasible alternatives for a tolled, limited access facility along the existing SR 50 corridor
- Present project alternatives and obtain public consensus;
- Determine environmental and community impacts
- Prepare engineering and environmental documentation (SEIR and other supporting documents)



- 2030 Orlando-Orange County Expressway Authority (OOCEA) Master Plan
- Concept Development and Evaluation Study Report completed in 2008
 - Evaluation of a new limited access facility between east Orange County and north Brevard County
 - Four (4) viable corridors were determined to meet the criteria and were further evaluated
 - Corridor 3B (along SR 50) meets the transportation need west of SR 520, providing the greatest relief of the existing and projected future traffic congestion along SR 50



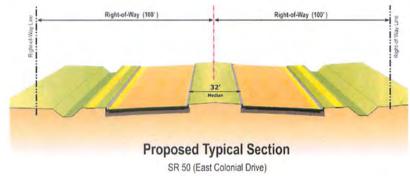


- East Central Florida Corridor Task Force
- o Executive Order 13-319
- Evaluate and recommend future transportation corridors
- Final Report completed in December 2014
 - B Preserve and Enhance existing SR 50/405 Corridor
 - C Preserve and enhance existing SR 520 corridor





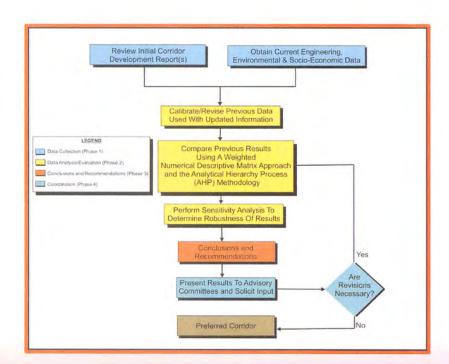
- On-Going FDOT Projects to widen SR 50 from 4 to 6 lanes from SR 436 to SR 520
 - 1. FM #: 239203-4-52-01 -From Dean Road to Old Cheney Highway
- 2. FM #: 433607-1-52-01 -Replacement of bridges over Econlockhatchee River
- 3. FM #: 239203-7-52-01 Old Cheney Highway to Chuluota Road
- 4. FM#: 239203-8-52-01 Chuluota Road to SR 520
- CFX team will coordinate with FDOT design teams throughout the PD&E Study



Posted Speed 45 mph



- Analysis completed to determine the preferred corridor.
- Methodological Approach
 - Phase 1 Data
 Collection
 - Phase 2 Data
 Analysis/Evaluation
 - Phase 3 Conclusions and Recommendations
 - Phase 4 Coordination





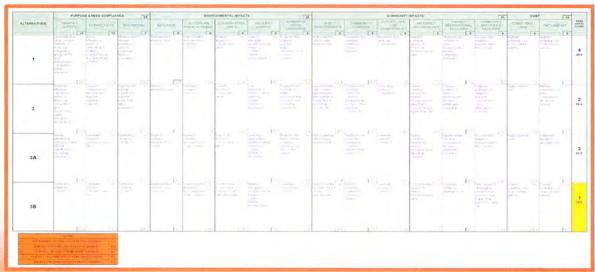
· Corridor Alternatives Reevaluated, potential impacts updated

Community Nester	initeria cottoi t situ	Guantitative Measure	,	Com					Come	_		
Community Nester					3.6	36			3	34	30	
Common F	ratiol t nits						Comments					Comments
Committee F		Acres of more by density 54	29 to 24 20 to 24	13 to 16 32 to 38	18 to 22 15 to 18	14 to 17 25 to 31	> 5 DU/acre per 2004 land use data 2 to 5 DU/acre per 2004 land use data	20 to 24 20 to 24	13 to 18 32 to 38	18 to 22 15 to 18	14 to 17 26 to 31	> 5 DEFacre per 2004 tand use data 2 to 5 DEFacre per 2004 land use data
Community F		Acres of poils by density I.	90 to 110	47 to 56	44 to 53		< 2 DU/acre per 2004 land use data	90 to 110	47 to 56	44 to 53	19 to 23	+ 2 DG/acre per 2004 land use data
	servial Units	Acres of units	8 to 10	88 to 106	-81 to 49	74 to 82	Derived from 2004 land use data	8 to 10	88 to 100	41 10-49	74 to 89	Derived from 2004 land use data
	acilties (Hospitale, Meranics, etc.)	No of some		4105	3 to 4		Few facilities encountered, mostly in the western segments	1	1	2	4	Generally similar canking results
	ervices (Fire/police, generatoral, etc.)	No. of units		1 to 2	0	2:	Few encountered: mostly along \$21.50	9.	2		4	Generally worlder standing results
	rational Facilities.	Nove	150.2	4 80 5	3 to 4	2 to 4	Parks defined by a general recreational coverage and includes playgenands, golf courses, RV parks, etc.	2	1		i	Generally surficer resisting results
Historic -	Archaeological	Number of sites	1 10 2	4 to 5	7 to 8	3 to 4	Includes potential historical structures	4	4			Rank revenue for Condition 1
	nity Collection	Named or and a construction of the	510.6	18 to 22	7 to 6	13 to 10	Largest potential inspect is along the SR 50 contidor	4		- 10	11	Generally similar ranking results
	Land Use Plan quantitity	High : Medium / Lov	Medium	High	High	Medium	Supports the projected FLU population increases	Methers	High	(Gal)	Median	No change
invironmental												
14	etlenib	ton	450 to 570	410 to 510	400 to 480	167 to 162	Occur throughout the project area	250	thi	250	120	Conversify) strates ranking recurs
Wilde	and Habitat	Average wildflife index exacting	485037	5.0 to 5.4	521056	5.0 50 5.4	Based on Average MHRS Value within a corridor segment	31	54	5.1	48	Controlly similar ranking results
Hendplain	Encrospherent	Acro	540 to 540	470 to 160	510 to 810		Occurs throughout the project area and include major systems such as the St. Johns and Econlockhatchee Rivers	243	240	310	150	Generally steeter ranking results
***	rier Body	No. of crossings	5.66 &	2 80-3	2 to 3	1.00 2	Does not heclade estention and attenuester pends or borners pits.	+	1	+	7	Corridor 3A has the least personal impacts.
	Florido Waterway	No. of crossings.	1		1	.1	Crassing of the Econlockhatchee River by all four corridors in at autating locations.	1	1.	4		No disange
	lands resingation banks	Acres.	230 to 266	199 to 229	342 to 410	23 to 40	All mitigation banks have been avoided	44	36	390	58	Generally similar cooking results
Manag	effects Wilelisto certain Arcan	Acres	34 to 40	34 to 40	75 to 90	6 to 20	Toschafchee WMA impacts associated with Corridors 1. 3, and 3A East and 3A & 3B Central			80		Constatly similar steking results
	water Solid Waste walties	No. of facilities		2403	4	2193	3 & 3B Central (the 2 solid waste facilities are salvage yards)	4	1	4	3	Deverally to change
Unitries	and Hailmads	No. of facilities	3 to 4	3 to 4	3 to 4	3 to 4	All of the nated utilities are transmission power lines. No collroads in any Level 2 Corridor	-4		- 4		Senerally no change
urpose & Need												
Reduction in 1	ruttic	Volume eviluation on SR 50	W = 10 to 22	W = 42 to 51	W = 14 to 51	W = 33 to 53	Volume difference between the 2035 Baseline forecasts, and the Level 2 forecasts, W = West of SR 526 and E =	W=12	W 470	W - 18	M = 20	Maximum woharm difference butteren the 2545 Black
Compressor imp	proved salety	(Thomsand Daily Vehicles)	E = 13 to 15	£ = 0 to 12	£+1	6 = 9	East of SR 520	6.46	E = 0	8 = 0	E-D	foregasts and the Level 2 foregasts. W = West of SA and E = East of SA 520
Fruitle Volume	Accommodated	2015 AADT (Thomasel Delty Vehicles)	W = 19 to 33 E = 21 to 24	E = 3 to 14	W = 25 to 44 E = 4 to 7	W = 44 to 48	Traffic Volumes. W = West of SR S20 and E = East of SR S20	W = 14	W = 77 E = 0	W+21 E-2	W+ZI E+MA	Maximum Trains Traffic Volumes W / West of SR 5 and E - Coat of SR 530
National Control	eres Connectibility	Systems interchanges	Medium	High	High		Supports conventions to the focal and regional readyray	Medium	High	High	High	Supports connections to the local and regional roal nathurs
	hi-medal Petential	IVNN-SCAT Bakers	Medium	High	High	Medium	Transet linkage potential to support projected future population	Medium	High	High.	Medium	Transit linkage potential to support projected future population
osts												
Const	ruction Cost L. Admin & Estal	8n 2007 S 8n 2007 S	\$480W to \$820W \$180W to \$220W	\$610M to \$736M \$160M to \$200M	5640M to \$770M \$170M to \$210M	\$100M to \$120M	Corridor 18 includes only two segments. Corridor 18 includes only two segments.	\$680W to \$220W	\$610M to \$730M \$160M to \$200M	\$640M to \$770M \$170M to \$210M	STOOM to STJOM	Cornidor 18 includes only two segments. Cornidor 18 includes only two segments.
Workland V	Mitigation Costs at Requirements	Bo 2007 S	\$48M to \$57M 1000 to 1306	\$43M to \$51M 850 to 1900	\$4050 to \$4854 1050 to 1250	\$16M to \$15M 700 to 646	Based on \$100k per acre of impact	\$48M to \$57M	\$43M to \$51M \$50 to 1000	\$4040 to \$4454 1050 to 1250	\$16M to \$19M 700 to 540	Based on \$100k per scre of impact
Source Concept Deve					1534111							

*See Table in Handout



- · Generation of a weighting scheme for each of the evaluation parameters
- Involved a combination of both qualitative and quantitative values resulting in an overall score
- · Corridor 3B clearly remains the superior alternative



*See Table in Handout



- Conclusions and Recommendations
 - Comparison of Concept Development and Evaluation Study Report completed in 2008 and the reevaluation
 - Proposed improvements along the existing SR 50 Corridor
 - Using majority of the existing SR 50 facility's Right of way
 - o Corridor 3B is indeed the superior option



ORBITIONS	CRITERIA	ORIGINAL	UPDATED				
1	Traffic Service	Relieves SR 50 and SR 419 Traffic Congestion	Least effective option in terms of SR 50 traffic congestion relief and trip attraction to proposed SR 408 extension				
	Community	Significant potential impacts to residential areas	Generally similar results				
	Environment Impacts	Significant potential impacts to environmentally sensitive lands	Generally similar results				
	Controversy Potential	Community members and representatives are strongly opposed to this comdor	Community members and representatives are strongly opposed to this corridor				
3	Traffic Service	Relieves SR 50 traffic congestion, especially in the segment from the current SR 408 terminus to SR 520	Provides significant congestion relief to SR 50 and affords transit linkage potentia to support projected future population				
	Community	Potential for relatively high community impact but it could be minimized depending on the eventual alignment chosen	Potential for relatively high community impact with highest potential of negative impacts to community services and facilities				
	Environment Impacts	Potential for relatively high environmental impacts but they could be minimized based on the eventual alignment chosen	Generally similar results				
	Controversy Potential	No significant controversy potential expected	No significant controversy potential expected				
ЗА	Traffic Service	Relieves SR 50 traffic congestion, especially in the segment from the current SR 408 terminus to SR 520	Generally not as effective as alternatives 3 and 3B in terms of SR 50 traffic congestion relief				
	Community	Significant potential impacts to Historical/Archaeological sites and high potential right-of-way requirements	Generally similar results				
	Environment Impacts	Major environmental impacts	Major environmental impacts with high impacts to conservation lands, floodplain encroachment, and wetland impacts				
	Controversy Potential	EAG members wanted this alternative removed as a viable option due to its very high environmental impacts	EAG members wanted this alternative removed as a viable option due to its very high environmental impacts				
3B	Traffic Service	Attracted the greatest amount of traffic thus providing significant congestion relief to SR 50	Generally similar to corridor 3 but provides the greatest trip attraction to proposed SR 408 extension				
	Community	Fewest negative community impacts of all viable corridors	Fewest negative community impacts with the least potential amount of right-of-way requirements				
	Environment Impacts	Fewest negative environmental impacts of all viable corridors	Fewest negative environmental impacts of all viable comdors				
	Controversy Potential	No significant controversy potential expected	No significant controversy potential expected				

*See Table in Handout

>>> NEXT STEPS

- Next Project Advisory Group/ Environmental Advisory Group Meeting: January 2016
- Public Kick-off Meeting: October 22, 2015
- CFX Corridor Re-Evaluation Approval
- Alternatives Development



Valerie Tutor

Public Information Officer Media Relations Group

Phone: (941) 504-9440

Email: 408study@CFXway.com

www.cfxway.com



TAB 8 OTHER BUSINESS

ELECTRONIC AGENDA INTRODUCTION

MEMORANDUM

TO:

Operations Committee Members

FROM:

Darleen Mazzillo, Executive Assistant

DATE:

October 12, 2015

SUBJECT:

Diligent Boardbooks Introduction

Beginning with the January 25, 2016 Operations Committee meeting, the agenda materials will be posted electronically on Diligent Boardbooks. The Board has been using Diligent for several months and is very impressed with the product. We are now going to be implementing Diligent for all committee meetings.

I will be contacting your office in the next few weeks to schedule a short training session with a Diligent representative by phone. They will instruct you on downloading the application and provide training.

I will need to know whether you want CFX to provide you with a tablet to use for this purpose. If you want to use your own tablet, I will need to know the type.

In the meantime, I have attached user manuals for iPad and Windows for your review.

Attachments