

Central Florida Commuter Rail Commission
Governing Board

Meeting Minutes

Date: January 27, 2012
Time: 11:30 a.m.
Location: Altamonte Springs City Hall
Commission Chambers
225 Newburyport Avenue
Altamonte Springs, Florida 32701

- Call to Order - Chairman Buddy Dyer called the meeting to order at 11:29 a.m.
- Pledge of Allegiance
- Confirmation of Quorum
 - Commission Members in Attendance
 - Commission Chairman Buddy Dyer
 - Commission Vice Chairman Teresa Jacobs
 - Commission Secretary Carlton Henley
 - Commissioner Frank Bruno
 - Commissioner Brandon Arrington
 - No Commission members were absent
- Agenda Review - FDOT District Five Secretary Noranne Downs, P.E.
 - Secretary Downs provided the agenda review.
- Chairman's Report - Chairman Dyer
 - Chairman Dyer thanked Mayor Bates for allowing the use of the city's chamber. He thanked Secretary Downs and her staff for a great groundbreaking ceremony. Chairman Dyer stated that the groundbreaking event was the culmination of a great deal of hard work.
 - Secretary Downs recognized Ms. Tawny Olore, District Director of Operations Alan Hyman and Construction Manager Amy Scales for all their work.
 - Ms. Olore acknowledged Ms. Marianne Gurnee for shepherding the groundbreaking ceremony along with Ms. Sandra Gutierrez and Ms. Denise Saltzman. Ms. Olore stated that later during the update, she would introduce the Department's new public involvement firm for SunRail, the Cunningham Group, which executed the event.

Action Items

1. Election of CFCRC Officers - Chairman Dyer
 - a. Chairman Dyer stated that he had been chairman since August 2007 and he initially thought that he would retire as chairman in the third year. He then revisited the history of the commission's efforts with the Legislature, which culminated in the groundbreaking ceremonies that occurred today. Chairman Dyer said that it has been an honor to serve as the chair, and to work with commission members, and he expressed appreciation for everyone's assistance over the last five years.

- b. Chairman Dyer called for the election of officers. He opened the floor for nominations for chair. Mayor Teresa Jacobs nominated Chairman Frank Bruno. The motion was seconded. There were no further nominations. Chairman Bruno was elected unanimously.
 - c. Chairman Bruno nominated Commissioner Brandon Arrington for Vice-Chairman. The motion was seconded. There were no further nominations. Commissioner Arrington was elected unanimously.
 - d. Mayor Dyer nominated Mayor Teresa Jacobs for Secretary. The motion was seconded. There were no further nominations. Mayor Jacobs was elected unanimously.
 - e. Mayor Jacobs stated that when she took office, the Orange County Mayor was in line for the chair of the Commission, and she passed on the opportunity because she thought it was important that Mayor Dyer continue on as chair. She stated that she passed up a chance to be Commission Chairman again this year because Volusia County Chairman Frank Bruno had done such a fantastic job for the region. She noted that Chairman Bruno's tenure as county chair expires this year. As such, the only opportunity for Chairman Bruno to serve as chair of the Central Florida Commuter Rail Commission would be this year. Mayor Jacobs thanked Mayor Dyer for his service and his many years of leadership on the board.
 - f. Commissioner Carlton Henley stated that Commission members had just witnessed the type of cooperation that continues to occur on the board. He said the board could not have had a better leader than Mayor Dyer. He said that this entire region owes him a tremendous vote of gratitude.
 - g. Chairman Bruno thanked Mayor Jacobs for giving him the opportunity to chair the board. He recalled Mayor Dyer's tenure in the state Legislature as determined, dedicated and professional, and requested that Mayor Dyer continue to serve as the board's legislative liaison. He stated that were it not for Mayor Dyer's leadership, they would not be sitting here today.
2. Adoption of September 30, 2011 Meeting Minutes - Chairman Bruno
- a. Commissioner Henley motioned to adopt the minutes. Mayor Dyer seconded the motion. The minutes were unanimously adopted.

Presentations

1. SunRail Interior Design selections - Secretary Downs and Jim Bockstall
- a. Secretary Downs stated that the locomotives are still being built, as well as the coaches and cab cars. They are on time and within budget. Secretary Downs said that the Department recently reviewed interior selections, and were particularly concerned about cost and maintenance expenses when making selections. Secretary Downs asked Mr. Bockstall, who previously developed the SunRail logo and the exterior paint schematic for SunRail vehicles, to explain the design elements of the interior selections.
 - b. Mr. Bockstall stated that since he last talked to the Commission, the vehicle manufacturers have made a great deal of progress and are in full production mode. He said that operations, maintenance, availability, longevity and aesthetics were all taken into consideration with the interior design selections. He said he

had put together a package that is very compatible with the SunRail color palette and design. Mr. Bockstall said that the various interior selections and the interior and exterior design schemes all work together, including the ever-present sun feature that is on the side of the train and in the logo. Chairman Bruno thanked Mr. Bockstall for his presentation.

- c. Ms. Olore stated there would be Wi-Fi service on the trains so folks can get on the train and be able to work. There will be power to the seats as well, so that passengers can plug in their laptops.
- d. Ms. Olore stated that FDOT has worked with all the local governments on station signage. She said they are elegant but festive, as well. The system signs will be at every station. Ms. Olore stated it was one of the things that they kept constant throughout. She said that they know each of the stations are unique but they also wanted to brand SunRail so people can find the stations as they go.
- e. Mayor Jacobs asked if there would be Spanish versions of the signs. Ms. Olore said that they would be using the international symbols for the trains but no Spanish signs as of today.
- f. Ms. Olore recognized Ms. Cheryl Stone for working with the Department to make sure that the passenger information system is easy for the transportation disadvantaged population.
- g. Mayor Dyer asked if there would be tables between every seat and what the configuration of the seating will be. Ms. Olore stated that the tables would be on the upper level only due to the bottom level having the flip-up seats for the wheelchair accessible and to accommodate bicycles. She said that upstairs there would be seats with tables. There would be a configuration of four seats facing each other and then a row of no tables and then another row. Mayor Dyer asked if downstairs they would be facing forward. Ms. Olore said yes.

Discussion Items

1. Project Update - Tawny Olore, P.E.
 - a. Re-organization
 - i. Introduction of Fred Nardelli
 1. Secretary Downs introduced Mr. Pete Turrell who is retiring as SunRail Chief Operating Officer. She expressed what an excellent job Mr. Turrell has done and her appreciation for all his efforts. Secretary Downs introduced Mr. Fred Nardelli as the new Chief Operating Officer. He has over four decades of experience in the railroad business. Ms. Olore stated that Mr. Nardelli comes to the Department from the Amtrak Auto Train and has much experience and knowledge of the corridor.
 - b. CSX Transportation
 - i. Corridor closing/transition activities
 1. Ms. Olore stated that since the last time they met, the Department closed on the corridor, had a beautiful groundbreaking ceremony and decided on the interior design selections for vehicles. She reported that FDOT now owns the tracks and actually took over the ownership of the tracks on November 3, 2011 at 3:00 p.m. Ms. Olore said that for the first

time in the state of Florida, the Department is operating and maintaining railroad tracks.

2. Commissioner Henley asked what the size of the force was that was out there maintaining. Mr. Turrell said that he had 35 total people that included management, track forces, and signal forces and does not include people in the construction effort.
 3. Mayor Dyer asked if the Archer Western/RailWorks Joint Venture has signal workers out there, or are they employees of the state of Florida. Ms. Olore said that Archer Western has the signal forces out there now.
 4. Ms. Olore stated that permits to get on the railroad right-of-way now go through FDOT. For example, Osceola County is doing some work on Poinciana Boulevard and they are applying to FDOT to gain entry onto the railroad right-of-way. She said that access to the permits and the process is available on www.SunRail.com.
 5. Ms. Olore showed a picture of the takeover at the Central Florida Rail Coordination Center (CFRCC). She said that the 61.5-mile corridor is now called the Central Florida Rail Corridor (CFRC). Ms. Olore showed a picture of the CFRCC. She stated how important it is because now all the signs on the railroad have a 1-800 number that rings into the coordination center. Any emergency, anything with the signals, anything with the tracks, a vehicle hung up, the public calls the coordination center and the coordination center dispatches the police and calls the Jacksonville Dispatch Center and lets them know what's going on to keep the railroad safe. Ms. Olore showed additional pictures of the taking down of CSX signs and putting up the CFRC signs.
 6. Ms. Olore stated that the city of Orlando is also in the process of moving the Church Street Station train. She said that the city of Orlando hired the contractor and procured a museum in Parrish, Florida where that train is now in the process of being moved to. Ms. Olore said that the last dome car was moved that morning and they are getting ready to move the locomotive. Pictures of how the train was moved were displayed.
- c. Federal Railroad Administration
- i. Safety and Security Update
 1. Ms. Olore stated that the Federal Railroad Administration (FRA) has been a phenomenal partner helping the Department as they take over the railroad. The FRA is helping the Department make sure that all requirements are fulfilled, and that all of the locomotives meet all of the safety requirements.
 2. Ms. Olore said that FDOT has been holding a great deal of safety coordination briefings with all of the commission's staff. She stated they would continue to do so as the system is implemented because it is very important that all of the police and fire departments know what is happening on this railroad.
- d. Procurement Activities
- i. DBM - Archer Western/RailWorks
 1. Construction Activities

- a. Secretary Downs stated that the Department is now operating and maintaining the CFRC. The designers are finishing the design of track and signal work. She said that the site they were at for the groundbreaking will be one of the first sites to be cleared, as well as DeBary. Secretary Downs stated that community outreach is continuing regarding construction activities. She stated that construction activities will continue to increase over the next several months.
- b. Ms. Olore showed pictures of the construction trailers located at the corner of SR 46A and Country Club Road. She said it is up and running in Sanford.

2. Rail Delivery

- a. Ms. Olore stated that during December, the Department received the first delivery of rail. It's called continuous welded rail (CWR). She said this was quite a test for the Department. The rails are 1,600' in length and are necessary to double-track the corridor. She said there are 91 grade crossings in Phase I and the Department didn't want to disrupt a great deal of traffic. As such, a good deal of coordination was required. She proceeded to show pictures of the rail delivery. She stated that another rail delivery is anticipated in April.

ii. Public Involvement/Marketing

1. Ms. Olore stated the Department hired a Public Involvement/Marketing firm. She thanked the commission and their staff for their help in evaluating all of the technical proposals for that contract. Ms. Olore said that they would continue to reach out to the Commission and their staff for the next procurement, the Operations and Maintenance contract.
2. Ms. Olore said that the contract was awarded to the Cunningham Group. She introduced Tasha and Courtney Cunningham. Ms. Olore said that they passed their first test today with the groundbreaking and welcomed them to "Team SunRail".
3. Ms. Olore stated that the Cunningham Group is very busy. Besides planning the groundbreaking, Project Manager Tasha Cunningham is putting the business outreach plan and the marketing outreach plan together. She said that in the next quarter, the Department would be reaching out to the Commission and their staff to coordinate all that needs to be done to make sure that they exceed the ridership by May of 2014. She stated that the Commission knows their communities better than anybody and they need to make sure that they are all a part of helping the Department reach out to these businesses. Ms. Olore said that Tasha Cunningham would be meeting with their staff starting the second quarter of this year.
4. Ms. Olore stated that there is a new SunRail City Center open at 201 N. Magnolia Avenue. It is on the LYNX LYMMO line. She said that the signs went up today for SunRail. She invited anyone to stop by and get information about the project, or sit and talk about the project. The doors are open.

5. Ms. Olore stated that Mr. Mike Wacht is leading the Cunningham Group's construction information outreach. She said that they were going to start blanketing neighborhoods this weekend in the City of DeBary as well as the City of Altamonte Springs, where construction will soon begin. Ms. Olore said that they want to be out there to let the neighborhoods know what to expect. She stated that if the commissioners get calls, they are giving their staff Mr. Wacht's name and phone number. Ms. Olore said they are trying to be very pro-active and get this information out before construction begins.
 6. Ms. Olore said that they also have the services of Mr. John Hillenmeyer, who was the former CEO of Orlando Health, and Mr. Ray Gilley, who was the former president and CEO of Metro Orlando's Economic Development Commission, helping out with the business outreach.
- iii. Fare Collection Systems
 1. Ms. Olore stated they look to advertise the Fare Collection System RFP by January 30, 2012. She said that it is going to be a direct procurement with LYNX, as it was important to provide seamless transfers between VOTRAN, LYNX and SunRail. The fare validators for LYNX will be purchased as part of the procurement, as well, for a seamless tap-on, tap-off system. VOTRAN will piggyback off of LYNX's contract.
 - iv. Signal Maintenance of Way
 1. Ms. Olore stated that the contract was advertised on November 9, 2011. There was only one bidder on that contract, so the Department has readvertised. In an attempt to reach a larger audience, it has been sent out to the Florida Railroad Association in hopes of getting more than one bidder.
 - v. Operations and Maintenance
 1. Ms. Olore stated that the contract would be going out in the Spring for industry review. She emphasized that it is an extremely important contract. It is the contract to maintain and operate the system, as well as do the dispatch. Ms. Olore said that once they advertise, they will bring in the local government partners because it is another one of the contracts that after seven years of operation, this Commission can take over. She said they want to make sure the Commission's staff is up to speed on that procurement.
 - vi. Station Finishes Construction Contracts
 1. Station Finishes Contract #1 – Ms. Olore stated that there are two contracts. The first one was advertised and awarded to Archer Western. It came in slightly below budget for the first seven stations. She said they would begin construction at Altamonte Springs and DeBary. The reason they are starting construction at these two locations is because there are a great many gopher tortoises in this corridor. It has been cold and there are state laws that regulate when they can move gopher tortoises. Altamonte Springs and DeBary had the least amount of gopher tortoises and that is why work is beginning there first.

2. Station Finishes Contract #2 - Ms. Olore stated the second contract looks to be advertised in March 2012.

2. DBE Forums - Tawny Olore, P.E.

- a. Volusia/Seminole Counties
 - i. Ms. Olore stated that the Department held two forums, one on November 15, 2011 and another one on December 16, 2011. She said that 133 people attended the Volusia/Seminole DBE forum.
- b. Orange/Osceola/City of Orlando
 - i. Ms. Olore stated that 188 people attended the forum in Orlando. She said that vendors approached DOT at the forum discussing services they could provide at the stations. Several are going to present to the Technical Advisory Committee (TAC) during the next meeting.
- c. Ms. Olore stated that Federal Transit Administration (FTA) set a DBE goal of 8.14% for this project. The DBM contract, which is Archer Western, is currently contracted at 6.3%. They are working with other sub-contractors to get their DBE percentage up to 7.5% and are looking to exceed the goal. As they move forward into construction, they are hiring sub-contractors to do that. Ms. Olore said that in terms of the public involvement contract, the Cunningham Group is a DBE. The Department received the first invoice from them and over 96% was paid to a DBE. She stated that for the Station Finishes contract #1, Archer Western put in a goal of 10%, which would exceed the 8.14%. Ms. Olore said that the vehicle contracts are a little more difficult since the work is so specialized. They have talked to the contractors and they said that they are looking towards the end of the contracts. There is some local things they need and they are looking to contract that to a DBE. She said the Department would continue to update and provide information on DBE status.
- d. Chairman Bruno stated he had the opportunity to attend the November 15th meeting and there were a great deal of prime contractors and sub-contractors there. He said that it was very well attended and he got a good deal of positive feedback.
- e. Mayor Jacobs asked Ms. Olore that when a little more detail was available if she would provide it to her staff.

3. Phase II Activities - Tawny Olore, P.E.

- a. FTA
 - i. Ms. Olore stated that FDOT made a trip to Washington, DC in December 2011 to discuss Phase II. They are working with the FTA and are looking to put in an application for final design of Phase II South around the end of March/April. She said the cost effectiveness is pretty good. Secretary Downs said that the Department would meet in the future with the FTA to discuss Phase II North, which is the Volusia northern section. She stated that the FTA didn't want to call it just Phase II because they are working on both ends. It is officially called Phase II South and Phase II North.
 - ii. Commissioner Henley told Secretary Downs that he had spoken to Congressman Mica regarding the Post Office that has been closed. He said that the congressman said that if the Department would get together a complete package and give it to him, then Congressman Mica may be able to get it worked out and that would give the Department control of the entire block at the Altamonte Springs Station.

- iii. Commissioner Arrington stated that if there were anyway to move the Kissimmee Amtrak station into Phase I to improve ridership, Osceola County would greatly appreciate it.
 - iv. Chairman Bruno said that he was glad that Phase II was regarded as Phase II North and Phase II South. He didn't want anyone to think that there was a Phase III.
 - b. Right-of-Way Acquisition
 - i. Ms. Olore said the Department had closed on a few parcels in Kissimmee. They are working with Amtrak on the Poinciana station, which is one parcel, and Amtrak has indicated that they want to sell. She said they would be meeting with DeLand in the future regarding DeLand right-of-way.
 - c. Station Development
 - i. Ms. Olore stated they are meeting with the local governments with regard to the station designs.
- 4. Technical Advisory Committee Update - Roger Neiswender
 - a. Mr. Neiswender stated that the TAC has convened four times since the last board meeting. He said that they had discussed many of the activities that Ms. Olore has covered, although in considerably more detail. They have worked diligently with FDOT since they have taken over the corridor.
 - b. Mr. Neiswender said that during a transition, quite a few people held up on processing permits in anticipation that working with FDOT would be a more straightforward effort, which it has been. Although this is new, FDOT has been very diligent in processing quite a backlog of applications.
 - c. Mr. Neiswender stated that they city has been moving a historic train by an unusual method within 3 feet of an active Class IV railroad. FDOT has worked with the city very diligently to get that done.
 - d. Mr. Neiswender said that safety and security is a big item right now. They have all been coordinating and attending local meetings with police, fire, ambulance and hospitals. That activity will come to a head in the next three to six months as plans are finalized.
 - e. Mr. Neiswender stated that the DBM contractor is coming on line. They have had face-to-face coordination with them, and with the people that will be doing the work. They have been introducing them to people who will not only be handling the technical work but also the release of information to the other elected officials and property owners.
 - f. Mr. Neiswender said that they had a chance to review the interior material selections. They had hands on and were able to touch as well as ask questions regarding the durability, maintenance and sanitation of the materials selected.
 - g. Mr. Neiswender stated that LYNX and VOTRAN have been foremost in the TAC's mind. They are making sure they are ready for a seamless operation, ready for tickets to be usable across the entire system and that vending machines are the same and compatible. He said that FDOT is doing very well in that regard. Mr. Neiswender said that they have also been working on route coordination, moving existing buses and making sure that everything is in line and ready to optimize the performance of SunRail.
 - h. Mr. Neiswender stated they have a parallel effort, which is not a part of the SunRail project, to work with several of the localities on quiet zone implementation. That effort is being coordinated by MetroPlan Orlando and the local governments.

- i. Mr. Neiswender said that there are three things coming up that will be the real focus of the next three to six months. The first is the Phase II stations, and finalizing all of those activities and right-of-way locations. Second is coordination with other rail efforts. There is a new rail proposal, the Orange Blossom Express or US 441 Corridor that goes from downtown Orlando through Apopka and on to Tavares along the Florida Central Railroad (FCEN) corridor. He said the TAC is working closely with that effort. Also, the Orlando International Airport Connector, through the Sand Lake Road Station and over to the Orange County Convention Center area, is another very important and vital project. And finally, Mr. Neiswender stressed the importance of adequate outreach to employers and all avenues of access to future ridership. The next real test will be the ridership at the time that SunRail opens. He said it is critical that they prepare in every way possible to reach out to major employers, minor employers, and all others, and have a very clear process for marketing a very successful SunRail system.
- j. Chairman Bruno asked if there were any questions. There were no further questions.

Board Member Comments

1. Board Member Comments
 - a. Chairman Bruno stated that Mayor Bob Garcia from DeBary cannot wait to have a groundbreaking, and asked Secretary Downs what they could do to move that forward. They will discuss after the meeting. He also stated that Volusia County would like to look at an alignment from the DeBary area to the Daytona Beach area and he needs to work with the Volusia TPO regarding that effort. Chairman Bruno said that Volusia County would continue to work on that expansion, because he understands that Amtrak may possibly be coming down the coast and they need to have that connectivity to the Daytona Beach area. He will be looking to the Department for guidance.

Public Comments

1. Public Comments - Chairman Bruno
 - a. There were no Public Comments

Adjournment

The meeting was adjourned at 12:25 p.m.