

Central Florida Commuter Rail Commission Technical Advisory Committee

MEETING MINUTES

Date: Wednesday, August 10, 2011

Time: 1:30 p.m.

Location: Florida Department of Transportation

Orlando Urban Office

133 South Semoran Blvd.

Orlando, Florida 32807

- Call to Order – TAC Chairman Roger Neiswender
 - Mr. Neiswender called the meeting to order at 1:32 p.m.
- Pledge of Allegiance
- Confirmation of Quorum
 - Members in attendance were:
 - Tawny Olore, Florida Department of Transportation
 - Todd Hammerle, Florida Department of Transportation
 - Roger Neiswender, City of Orlando
 - Jim Harrison, Orange County
 - Jerry McCollum, Seminole County
 - John Cheney (non-voting) for George Recktenwald, Volusia County
 - Carole Hinckley (non-voting) for Karl Welzenbach, Volusia TPO
 - Ken Fischer, VoTran
 - John Omana, City of Lake Mary
 - John Sember, City of Altamonte Springs
 - Charlie Wallace, City of Maitland
 - Don Marcotte, City of Winter Park
 - Tiffany Homler, Osceola County
 - Jim Arsenault, City of Kissimmee
 - Gary Huttman, Metroplan Orlando
 - Bert Francis for Lisa Darnall, LYNX
 - Dale Arrington for Michael Pleus, City of DeLand
 - Members not in attendance were:
 - Cassandra Blissett, City of DeBary
 - Mary Moskowitz, City of Sanford
 - Jon Williams, City of Longwood
- Agenda Review – Tawny Olore, P.E.
 - Ms. Olore said that this particular TAC meeting was a celebration, as well as an update. She said that each TAC member has a thank you plaque included in packets. She said that obtaining a Full Funding Grant

Agreement from the Federal Transit Administration on July 18 was truly a team effort that wouldn't have happened without the TAC's help and support. An honorary thank you plaque also was presented to Joanne Counellis of Lake Mary, a frequent attendee of TAC meetings.

ACTION ITEMS

1. Adoption of minutes from May 4, 2011
 - a. Mr. McCollum moved to adopt the meeting minutes; Mr. Huttman seconded the motion; the minutes were unanimously adopted.

DISCUSSION ITEMS

1. Chairman's Report – Mr. Neiswender
 - a. Mr. Neiswender asked TAC members to make sure an alternate member of the TAC is registered with FDOT, as non-registered members are not permitted to vote. Mr. Neiswender also congratulated members of the Central Florida Commuter Rail Commission for their work on securing the Full Funding Grant Agreement. Mr. Neiswender also thanked Secretary Downs, FDOT staff and the SunRail Program Management team.
 - b. Mr. Neiswender said that the Central Florida Commuter Rail Commission was scheduled to meet in early fall and that four dates have been circulated. He asked that TAC members obtain feedback from CFCRC members on dates so that a September meeting could be scheduled.

2. Project Update –Tawny Olore, P.E.
 - a. FDOT Re-organization
 - i. Mr. Olore said that Secretary Downs has reorganized the SunRail team to prepare for construction. She said that Frank O'Dea, FDOT District 5 construction manager, will report to FDOT District 5 Director Alan Hyman, and has been tasked with SunRail construction. Todd Hammerle will stay involved in the corridor management aspect of SunRail to assist with corridor takeover and the development of policies and procedures.
 - ii. Ms. Olore said that she will stay involved with Program Management and oversee Phase II development. Pete Turrell, the SunRail COO, will answer directly to Alan Hyman.
 - iii. Susan Sadighi, the FDOT D-5 Intermodal Coordinator, will play a greater role in Phase II development and help lead the effort with two Alternatives Analyses that the Department is planning for connections to SunRail. FDOT's John Moore will be the project manager for the OIA Connector AA; and John Zielinski has been tapped as project manager for the Orange Blossom Express AA.
 - b. Full Funding Grant Agreement/Federal Transit Administration

- i. Ms. Olore said that the signing of the FFGA was a great celebration. The FFGA for Phase I is posted on the www.sunrail.com website. The FFGA allows FDOT to close on the corridor; and begin actual construction. Ms. Olore played a video of the FFGA signing ceremony, which also is posted on the www.sunrail.com website.
- c. CSX Transportation
- i. Ms. Olore said that FDOT is working on a Sept. 30 closing with CSXT. She said that CSX will continue to dispatch trains until the SunRail operations Center is up and running and then there will be a transition to SunRail's own dispatch center at Rand Yard. The Dispatch Services Agreement enables CSX to advertise for those jobs.
 - ii. The Orientation Services Agreement allows Archer Western/RailWorks personnel to be trained on corridor operating rules. That training will begin on August 22nd in Atlanta, Georgia. Doug Stencil, the SunRail Safety and Security Officer, will participate in the training, as well.
 - iii. When FDOT closes on the corridor, SunRail personnel will be responsible for maintaining the corridor and dispatching operations – unlike Tri-Rail. Ms. Olore said that the pressure is on COO Pete Turrell to make sure that transition occurs safely, because freight and Amtrak trains will continue operating on the corridor during construction.
 - iv. Mr. Turrell said there two phases to training personnel: A classroom course scheduled for Atlanta and then four weeks of 4 days each so that participants can get qualified on the physical characteristics of the CSXT corridor. Mr. Turrell said that the actual name of the rail corridor will change to the Central Florida Rail Corridor (CFRC is the corridor's symbol with the Federal Railroad Administration) once the closing documents are signed.
- d. Federal Railroad Administration
- i. Mr. Turrell said that Safety and Security briefings are underway with local First Responders. The first meeting was held August 8 in Volusia County. Additional briefings are in the process of being scheduled.
 - ii. Mr. Hammerle said that FDOT is not asking First Responders to do anything different from what safety and security measures would be put in place for any other type of infrastructure improvement, such as a housing development or shopping center.
 - iii. Ms. Olore said that FDOT is also meeting regularly with the FRA. Mr. Turrell said that the FRA has designated two point people to oversee the project – Patrick Preusser out of Washington, and Richard Rusnak from the FRA's regional office in Atlanta. He said that Archer Western/RailWorks must comply with certain FRA regulations, and that he (as the owner's representative) will submit

those documents to the FRA on Archer Western's behalf. He said that he speaks daily to the FRA, as the FRA is responsible for all aspects of safety on the railroad.

e. Amtrak

- i. Ms. Olore said that agreement with FCEN and Amtrak were signed on July 12, 2011. FDOT is scheduling a work session with Amtrak on the Contractual Services Agreement, as Amtrak will perform heavy maintenance on SunRail vehicles at the Amtrak AutoTrain facility in Sanford. Ms. Olore said that FDOT also will own the Kissimmee and Orlando Amtrak stations, and the dirt beneath the Winter Park Amtrak station, and so are working with Amtrak to finalize some lease agreements.

f. Procurement activities

i. DBM – Archer Western/RailWorks

1. Ms. Olore said that FDOT is moving quickly with procurement. FDOT Construction Manager Amy Scales stated that Archer Western/RailWorks was given a notice to proceed on July 5th for maintenance mobilization and final design. Meetings are scheduled with utility providers, and the contractor is working with Pete for the submission of plans required by the FRA. Ms. Scales said that an additional notice to proceed for maintenance of the corridor is planned for Sept. 30, and another NTP for construction is planned for October 7. Ms. Olore said those dates are contingent on whether Archer Western/RailWorks is ready to take over the corridor and in all probability; the dates may be pushed out.

ii. CEI – HNTB

1. Ms. Scales said that a notice to proceed was issued to HNTB on July 22. HNTB is helping Ms. Scales, staffing up, and preparing for construction.

iii. Locomotives – Motive Power

1. Ms. Hammerle said that FDOT is moving forward with the vehicle manufacturers, as well. FDOT is buying six remanufactured locomotives which have already been delivered to Idaho, with an additional one coming in from Baltimore. Engineering work on those locomotives is scheduled to begin later this month, once the core locomotives are accepted. FDOT is working with a staff consultant to perform the inspections.

iv. Coaches and Cab Cars – Bombardier

1. Mr. Hammerle said that FDOT is working with Bombardier on a production schedule and the production line will follow another order that was previously placed. FDOT has already had preliminary discussions with Bombardier

regarding the paint scheme, and future discussions are planned. Mr. Hammerle said that FDOT does not anticipate any problems with Bombardier producing the coaches and cab cars on schedule.

2. Mr. Neiswender asked if there was any difference in life expectancy between remanufactured vs. new locomotives. Mr. Hammerle said that the appropriate warranties were included in the procurement, and vehicle overhauls are scheduled within the finance plan. Everything has been looked at in advance so that there is no less quality received by the project.
3. Mr. Neiswender said he wanted additional information. Mr. Turrell explained that a remanufactured locomotive is built on the existing frame, but everything else is new; all component parts of the engine are new parts. Motive Power will take an existing frame, and basically build a new locomotive on that frame, which is less costly than purchasing new vehicles. Ms. Olore added that FDOT is required to turn over all equipment in a good state of repair at the end of the 7 year FDOT funding period.

v. Insurance Broker Services

1. When FDOT takes over the corridor from CSX, FDOT will need to have \$30 million of liability insurance in place. At the start of operations, \$200 million is required. The contract for obtaining that insurance was awarded to Arthur J. Gallagher Risk Management Services Inc., which will be executed tomorrow.
2. Mr. McCollum asked about the \$30 million interim insurance. Ms. Olore said that state authorizing legislation passed in December 2009 allowed for the procurement of the \$30 million and \$200 million policies. Mr. McCollum asked whether Arthur J. Gallagher was acting as a broker on behalf of FDOT. Ms. Olore said that was correct.

vi. Fare Collection Systems

1. Ms. Olore said that FDOT also posted for Industry Review a request for proposals for the Fare Collection procurement. About 48 comments were received, which FDOT is reviewing to ensure the procurement is clear. FDOT is also meeting with LYNX and VoTran, and will have more frequent meetings in the future, to negotiate a fare policy agreement, and ensure that there is a seamless system between SunRail, LYNX and VoTran. The advertisement will be delayed about 30 days for further coordination with VoTran. Mr. Hammerle said that a number of comments on the Industry Review were duplicative, so the total number of comments was more like 30. Those included some good

suggestions, but no wild cards. He said it was a good check for FDOT to ensure that the RFP is reflective of industry standards.

vii. Public Involvement/Marketing

1. Ms. Olore said that procurement should be advertised within a month.
2. Mr. Neiswender said the procurement seems like two dissimilar paths. One is Public Information, the other is marketing. He asked what is the relative balance of effort between those two tasks.
3. Ms. Olore said the procurement is set up on a task order basis, so that FDOT can react to some of the market evaluations that we're going to do. She said that some of the focus groups, public involvement, and construction areas may require a little more attention. She said that it was not a typical public involvement scope where contractors get set hours. It's a scope that's modified and reactive to the project's needs on a quarterly basis.
4. Mr. Neiswender asked whether the scope is the scope tied to experienced personnel who have previously marketed commuter rail services. Ms. Olore said that it was. Mr. Neiswender said that the deciding factor is whether people will use the system or not. He said it was different from a normal project with public involvement, and that the marketing component was very important. Ms. Olore said that VoTran will also be included in the marketing plan.

viii. Station Finishes Construction contracts

1. Ms. Olore said that FDOT is preparing final production documents for the station finishes contracts. The first contract will include DeBary, Sanford, Lake Mary, Altamonte Springs, Florida Hospital, LYNX and Orlando Amtrak. Right of Way is certified for all of those stations. She said that Longwood, Maitland, Winter Park, Church Street and Sand Lake Road will be included in a second contract because they lag a bit on right-of-way issues.
2. Ms. Sandra Gutierrez said the first stations contract has a production date of early September. Once that occurs, it will be handed over to contractual services to get everything ready for advertisement, which is now slated for late September. Right of way acquisition is still moving forward for the second stations contract. Ms. Gutierrez congratulated Winter Park for getting approvals this week. Ms. Olore said the contract originally was slated to be a Design-Bid-Build contract, but was switched to a Request for Proposals as required in the 2009 legislation. She said

that there will be no significant changes as a result, and that FDOT is moving forward with the process.

3. Ms. Olore also thanked local funding partners for invoiced payments for the DBM, vehicle and CEI contracts. She said another invoice will be mailed for the ticket vending machines and the first station contract.

ix. Operations and Maintenance contract

1. Ms. Olore said that the operations and maintenance contract is quite large, and includes people who will run the trains, maintain track infrastructure, dispatch trains, manage the corridor, and perform back of the house fare collection duties. As such, FDOT has working on the procurement for several months, and it should be put out for industry review this fall with a scheduled advertisement date in 2012.
 2. Ms. Olore said that the operations and maintenance contract, the Public Involvement/Marketing contract and the Insurance Broker Services contract also will be turned over to the commission, which the commission can then opt to keep or advertise for new services.
 3. Mr. Marcotte asked whether FDOT personnel will operate the system. Ms. Olore said that the operations and maintenance contract will be executed about a year prior to the actual start of operations. In the interim, the DBM will maintain the corridor. Mr. Turrell said that the DBM will take over the maintenance responsibilities; CSXT will continue to dispatch trains during construction. The DBM will open a Central Florida Emergency Coordination Center, which will be staffed by the DBM working with the CSXT train dispatcher. When the O&M contractor comes on board, the dispatch will be transferred to the O&M contractor, and maintenance will be transitioned. Mr. Turrell said that the O&M contractor also will take possession, and be a part of the testing and commissioning, of the locomotives and coaches and cab cars, as well as be responsible for maintenance at Amtrak's Auto-Train facility.
 4. Mr. McCollum asked about permitting and annual fees for accessing the corridor once FDOT assumes ownership. Ms. Olore said that local governments will get a joint notification letter once FDOT owns the corridor, informing local governments where to send fees, apply for permits and so forth.
- x. Mr. Arsenault said that the City of Kissimmee has an active permit that's being reviewed by CSX. He asked what happens to active permits that are not fully executed yet? Ms. Olore said it would be

turned over to FDOT, but that Mr. Hammerle is working out those details. Mr. McCollum noted that it is not usually the local governments holding up the process, but rather CSX.

3. Phase II activities – Ms. Olore
 - a. FTA
 - i. Ms. Olore said that FDOT was holding an internal kick-off meeting tomorrow for Phase II activities. FDOT has already had a number of conversations with FTA regarding Phase II North and South, including discussions for a very small starts or federally exempt application process for Phase II north (as it can't be tied to an FFGA for Phase II South as it's not contiguous). Phase II South already has been approved for Preliminary Engineering, and FDOT plans to apply for Final Design by the end of the year. FDOT is preparing ridership analyses, preparing required plans, and moving forward with all right of way acquisition. FDOT is currently preparing a schedule for Phase II North and South.
 - b. Right-of-way acquisition
 - i. FDOT has been surveying right-of-way, and is in the process of locating utilities to begin design. Phase II South has quite a few utilities in the corridor, including a significant fuel pipeline that serves Orlando International Airport.
 - c. Station development
 - i. FDOT will be setting up meetings with local partners to review station designs and locations. In addition, joint use agreements will be needed sooner, rather than later, for parking and so forth.
4. Transit Oriented Development Sketchbook update – Ms. Olore
 - a. Marianne Gurnee said that FDOT is finishing up the TOD Sketchbook and final animated versions of the DeBary, Sanford, LYNX, Sand Lake and Osceola Parkway stations.

COMMITTEE MEMBER COMMENTS

1. Committee comments
 - a. Mr. McCollum asked about receiving a cost update in the near future. Ms. Olore said that will be possible.
 - b. Mr. Marcotte said that Winter Park is ready to tear down its Amtrak station, but needs a detailed construction schedule from FDOT to coordinate activities. Ms. Scales said that FDOT anticipates receiving a schedule from the DBM contractor this week and should be able to provide a schedule in fairly short order.
 - c. Mr. Fischer asked about whether two federal approvals will be required for Phase II. Ms. Olore said yes, FTA indicated that they've never done an FFGA with two noncontiguous branches. She said that FTA recommended that FDOT treat the two extensions separately. She said the good news is that Phase II North is much smaller, and the cost are considerably less, so

the paperwork and requirements associated with that are much, much less. She said that FDOT plans to move both segments along at the same time, but that Phase II north may actually be approved before the South because of the amount of paperwork involved.

- d. Mr. Connelly said that Lake Mary has commercial development planned adjacent to the station, and requested a current schedule on when dual tracking will begin and end, as well as when the station construction will start and be completed. Ms. Scales said that FDOT is expecting a construction schedule by the end of this week. FDOT will then review the schedule to ensure accuracy, and it will take a couple of weeks before it will be ready for distribution. She said that Lake Mary is in the first station finishes contract, and that FDOT anticipates that construction will begin after the first of the year. Mr. Omana said the city has a private developer who wants to construct a 22,000 square foot building that will align with the tracks. The developer already has received conditional approval from the city and is ready to pull the trigger on the final engineering part of the development, contingent on FDOT's construction schedule.
- e. Mr. McCollum said the key question is when work will be done on the north side platform in Lake Mary. Ms. Olore said the schedule should be available within the next couple of weeks. Mr. McCollum asked if the schedule would pinpoint construction activities for the Lake Mary area. Ms. Scales said that she anticipates a schedule from the station finishes contractor that delineates what the contractor will do and when. For the DBM, Ms. Scales said she anticipates a detailed schedule by the end of the week, which will contain details of where work will be performed within the right of way, and which platforms will be built at specific times.

PUBLIC COMMENTS

1. Public comments
 - a. Joanne Counellis of Lake Mary said she couldn't wait to get SunRail built. She also mentioned that the presentation had the wrong date for the next meeting.

NEXT MEETING

1. Review of next meeting date
 - a. The next meeting is scheduled for September 7, 2011.

ADJOURNMENT

The meeting was adjourned at about 2:45 p.m.