

Central Florida Commuter Rail Commission  
Technical Advisory Committee  
**Meeting Minutes**

Date: Wednesday, August 6, 2008

Time: 1:30 p.m.

Location: Florida Department of Transportation Urban Office  
133 South Semoran Boulevard  
Orlando, Florida 32807

- Call to Order – TAC Chairman Roger Neiswender
  - Mr. Neiswender called the meeting to order at 1:42
- Pledge of Allegiance
- Confirmation of Quorum
  - Introductions
  - A quorum was present
  - Members in attendance were:
    - George Lovett, FDOT
    - Fred Loose, FDOT
    - Sandra Gutierrez for Tawny Olore, FDOT
    - Roger Neiswender, City of Orlando
    - Jim Harrison, Orange County
    - Jerry McCollum, Seminole County
    - Tura Schnebly for James Dinneen, Volusia County
    - Lois Bollenback, VoTran
    - Karl Welzenbach, Volusia County MPO
    - Anthony Gonzalez for Maryann Courson, City of DeBary
    - Sherman Yehl, City of Sanford
    - John Omana, City of Lake Mary
    - Ryan Spinella, City of Longwood
    - William Wharton for Frank Martz, City of Altamonte Springs
    - Charlie Wallace, City of Maitland
    - Don Marcotte, City of Winter Park
    - Dan Hiden for Bob Zaitooni, Osceola County
    - Randy Schrader for Jim Arsenault, City of Kissimmee
    - Dave Grovdahl, Metroplan Orlando
    - Lisa Darnall, Lynx
  - Members represented by non-designated alternates were:
    - Dale Arrington for Michael Pleus, City of DeLand
  - Members not in attendance were:
    - Tawny Olore, FDOT CFCRT Project Manager
- Agenda Review – FDOT D5 Director of Transportation Development George Lovett

- Mr. Lovett presented the Agenda Review

### **ACTION ITEMS**

1. Adoption of meeting minutes from June 11, 2008 meeting
  - a. The minutes were adopted by unanimous consent.

### **DISCUSSION ITEMS**

1. Monthly project update – CFCRT Assistant Project Manager Sandra Gutierrez
  - a. Procurement activities
    - i. FDOT is moving forward with all contract procurement. The DBM contract is on schedule and a final addendum should be released in the October time-frame. Technical proposals are due in November, in anticipation of awarding a contract in Jan. 2009. A notice to proceed is scheduled for Feb. 2009 and construction is expected to begin mid 2009.
    - ii. COO contract: FDOT finalized negotiations in July with Pete Turrell of PB Americas. The contract is expected to be executed in mid-August and Mr. Turrell should be available to attend the next Technical Advisory Committee meeting.
    - iii. CEI contract: Anticipate starting procurement process in the fall time frame. Letters of interest will be put together in September, with expected advertising for the contract in Winter 2009.
    - iv. Long leads: Contract will be serviced in the Spring of next year, after DBM contractor is on board.
    - v. DMU contract: FDOT is working with Colorado Rail Car on design issues. Technical proposals were due yesterday, and price proposals should be in by September, with signed contracts due in November.
    - vi. DBB (station finishes) contract: Expected advertisement in Spring 2009.
    - vii. O&M contract: Won't start until one year prior to the start of CRT operations.
  - b. CSX Transportation
    - i. Transition teams meeting on a monthly basis to talk about creation of a dispatch desk, get signs changed out, new locks and so forth.
  - c. Amtrak
    - i. Executed a memorandum of understanding with Amtrak July 17 detailing parameters of shared station use; access to Amtrak Auto Train facility and transition and construction agreements. Also negotiating an operating agreement with Amtrak, which now is under FDOT review.
    - ii. The vehicle services maintenance contract is in early stages of development.

- iii. Ms. Bollenback asked whether the Amtrak MOU is just for the Phase I stations. Ms. Gutierrez said she believes that the agreements do apply only to Phase I stations.
- d. Federal Transit Administration
  - i. FDOT has been busy with FTA in June and July. Public Hearings on the Supplemental Environmental Assessment were held June 12. The comment period ended June 23, and the SEA was revised to include all comments. FTA reviewed, and issued an addendum to the Finding of No Significant Impact (FONSI) on July 22. Also, FDOT did receive an e-mail last week from the FTA that they were going to send to Congress notification of FTA's intent to approve the Central Florida Commuter Rail project for entry into Final Design. FDOT expects to receive formal approval from FTA early next week. FDOT also sent out a notice of availability to interested stakeholders that the project did obtain FTA approval to move forward.
- e. Right-of-Way acquisition
  - i. Debbie Lynch, FDOT's right-of-way manager, said FDOT is whittling away at right-of-way required for parking lots in outlying areas. One agreement is under review by the FTA at the Sanford station and FDOT is working on a joint participation agreement with another property owner at the Sanford station. In Lake Mary, FDOT has closed four of the parcels, a verbal agreement has been reached on another, and the remaining two parcels are city and county-owned parcels. In Altamonte, FDOT has closed on four parcels, three written and one verbal agreement, and suit has been filed on remaining two parcels; FDOT is updating appraisals in Longwood and should be making offers by the end of the month on those.
- f. Station design and location
  - i. Ms. Gutierrez said that FDOT is continuing to meet with local partners; advancing agreements at Church street, Florida Hospital, Sanford and Maitland stations; and anticipates sending out 30 percent station drawings to all local jurisdictions by the end of this week, Friday. Once those design plans are received, FDOT hopes to set up meetings at the end of August/beginning of September to finalize plans and review any comments that local jurisdictions might have.
  - ii. Mr. McCollum asked that the 30 percent design plans be available in an electronic format, and Ms. Gutierrez said that would be the case.
- g. Schedule of public presentations
  - i. Ms. Gurnee reviewed the upcoming schedule of presentations and said that the presentations are picking up.
  - ii. Mr. McCollum asked whether a general date had been set for when the CFCRT system would be open and operational, as Seminole

County is planning numerous road improvements in the general area and would like to finish up before the rail project is operational. Ms. Gutierrez said that 2011 is the project target date for starting service. Mr. Lovett said FDOT will know more precise information as the project gets into construction.

2. Designation of TAC Alternates – Ms. Gutierrez
  - i. Ms. Gutierrez said that some members TAC members have dropped off and alternates have changed, and requested that the City of DeBary, City of Maitland, Lynx and the Volusia County MPO send letters designating TAC alternates.
3. Central Florida Commuter Rail Commission meeting – Mr. Neiswender
  - a. Next meeting
    - i. Mr. Neiswender said that the next TAC meeting is scheduled for Wednesday, Sept. 3 at 1:30 p.m. The Central Florida Commuter Rail Commission also is scheduled to meet Friday, Sept. 19, at 1:30 p.m. at the Metroplan Orlando board room.
    - ii. Mr. Neiswender noted that the TAC, with the approval of the commission by a vote at one of their meetings, has designated alternate. He said it would be good for the TAC to operate within the confines of our legal agreements with FDOT, so asked individual members and their attorneys if they thought it would be a good idea to legally amend our various interlocal agreements to keep us up to date. Mr. Neiswender asked George Nickerson, of the Osceola County Attorney's office, to draft an amendment that deals with voting alternates at the commission level and the TAC. Mr. Neiswender also said that there may be schedule changes that require review, and asked attorneys to review both the governance and operating agreement to make sure that if we need to make amendments, we have current dates as opposed to old dates by which we have to do various things. That way we could bring one package of two amendments – one with voting and the other with dates, so they could run through the TAC at our meeting on the 3<sup>rd</sup> and onto the commission on the 19<sup>th</sup>.
    - iii. Ms. Schnebly said that she and Mr. Nickerson have talked over time about the need for the amendments, and that she would like to be involved with the review, as well.
    - iv. Mr. Neiswender said it should be a fairly straightforward process, to amend the different agreements to the degree that DOT and the locals need to consider things. He said he would like to keep it fairly simple and would like a recommendation from the TAC and direction from the CFCRC, if they are inclined to agree with those.
    - v. Mr. Nickerson said that the TAC would need to take action on Sept. 3<sup>rd</sup> to make a recommendation to the commission on Sept.

- 19<sup>th</sup>, so that the commission could make a recommendation to local funding partners for action.
- vi. Mr. McCollum said that the commission asked the TAC to basically look at the membership issue but not revisit other areas of the agreements. He asked whether the TAC should first ask the commission whether it would like TAC members to review dates. He said he wasn't sure he was totally comfortable about reviewing the agreements absent direction from the commission.
  - vii. Mr. Neiswender said he did not fully recall what all the issues are involving dates, but that different events have transpired, we now estimate we're going to be six months behind where we thought. He said he was willing to take the responsibility to be a little proactive and do it, than wait for direction. We will be appropriately respectful, Mr. Neiswender said.
  - viii. Mr. McCollum said he just wanted to exercise caution, as some policy-making boards are a little sensitive to staff generated reviews absent direction.
  - ix. Ms. Schnebly said that some of the issues really are not commission issues, but involve other areas that the commission didn't actually execute. The dates are not in the commission's agreement, but rather with the jurisdictions.
  - x. Mr. Neiswender said that the operating agreement is between the commission and the FDOT.
  - xi. Ms. Schnebly said that the way they were put together, some of the agreement is specifically enforceable by the individual local entities.
  - xii. Mr. Neiswender said that Ms. Schnebly and Mr. Nickerson should draft something and send it around to legal counsel.
  - xiii. Mr. Neiswender said the only other information item he would like to raise is support of FDOT's Florida Rail Stakeholders Advisory Committee. He said he was not thoroughly familiar with the committee's work, and requested a more thorough update at our next meeting. He said there is a requirement to update a 2008 rail plan statewide, and the advisory committee was convened for the purpose of giving input into the policy aspect. And that involves how do these things match up and integrate. He encouraged TAC members to put the committee's work on their radar and asked FDOT to provide TAC members with a briefing every so often.

- 4. Other Committee issues
  - a. None

#### **COMMITTEE MEMBER COMMENTS**

1. Committee member comments
  - a. None

### **PUBLIC COMMENTS**

1. Public comments
  - a. Joanne Cornellis of Lake Mary said that we need 24 hour bus service and commuter rail, too, for everything including weekends and holidays, so I don't have to walk as far to Sunday School and church.
  - b. Mr. Neiswender said that Lynx is working its way through some budget issues that will require probably the hardest set of public policy decisions that I've seen anyone have to make in years. At a time when gas prices are going up and people are coming in record numbers to our system, we've had record increases in operating costs. So there are hard decisions that need to be made.
  - c. Ms. Cornellis said that raising fares is a better alternative to route cuts.
  - d. Mr. Neiswender joked that folks should send their checks to Lisa Darnall at Lynx, who is collecting all donations. But it is an extremely serious matter, he added, and will have affects on our citizens, some of whom are the least able to afford those impacts.

### **NEXT MEETING**

1. Review of meeting dates, times and location
  - a. Mr. Neiswender set the next meeting for Sept. 3, at FDOT's Orlando Urban Office, 133 S. Semoran Blvd., at 1:30 p.m. and reminded participants of the commission meeting on Sept. 19<sup>th</sup> at 1:30 p.m. at Metroplan Orlando.

### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 3:15 p.m.