

Central Florida Commuter Rail Commission
Technical Advisory Committee

Meeting Minutes

Date: Wednesday, December 7, 2011
Time: 1:30 p.m.
Location: Florida Department of Transportation
Orlando Urban Office
133 Semoran Boulevard
Orlando, Florida 32807

- Call to Order – TAC Chairman Roger Neiswender called the meeting to order at 1:37 p.m.
- Pledge of Allegiance
- Confirmation of Quorum
 - Introductions
 - Members in attendance were:
 - Tawny Olore, Florida Department of Transportation
 - Roger Neiswender, City of Orlando
 - Jim Harrison, Orange County
 - Brett Blackadar, Seminole County
 - George Recktenwald, Volusia County
 - Mary Moskowitz, City of Sanford
 - Jon Williams, City of Longwood
 - Tom Connelly for John Omana, City of Lake Mary
 - Charlie Wallace, City of Maitland
 - Tiffany Homler, Osceola County
 - Gary Huttman, Metroplan Orlando
 - Troy Attaway for Don Marcotte, City of Winter Park
 - John Sember, City of Altamonte Springs
 - James Arsenault, City of Kissimmee
 - Nick Koval, City of DeBary
 - Ken Fisher, VOTRAN
 - Members not in attendance were:
 - Michael Pleus, City of DeLand
 - Lisa Darnall, LYNX
 - Karl Welzenbach, Volusia TPO
- ❖ Agenda Review – Tawny Olore, P.E.
 - Ms. Olore provided the Agenda Review

ACTION ITEMS

1. Adoption of minutes from November 11, 2011 meeting
 - a. Mr. Huttman made a motion to approve the minutes. Mr. Recktenwald seconded the motion. The minutes were unanimously adopted.

DISCUSSION ITEMS

1. Chairman's Report – Mr. Neiswender
 - a. Mr. Neiswender stated that the Chairman's Report would be brief because most of the members were working on their own station issues. There is no present meeting of Central Florida Commuter Rail Commission currently scheduled, and the next TAC meeting will be held on Wednesday, January 11, 2012.
2. Project Update – Tawny Olore, P.E.
 - a. Central Florida Rail Corridor
 - i. Ms. Olore stated that the DEPARTMENT closed on the CSX corridor on November 3, 2011.
 - ii. Ms. Olore stated that the Federal Railroad Administration (FRA) made several inspections on the track and that signal inspections are set to begin within the next week or so.
 - iii. Ms. Olore said that her team has received a large number of corridor access applications. She stated that permit and corridor access application forms are available at www.SunRail.com Ms. Olore said the DEPARTMENT will be approving right-of-entry and access permits. Ms. Olore said she would appreciate any feedback from the TAC regarding this process.
 - b. Procurement
 - i. DBM – Archer Western/Rail Works
 1. FDOT Construction Manager Amy Scales, P.E. said that the Notice to Proceed (NTP) has been issued for construction. She stated that the SunRail project team is still working on the design issues. Ms. Scales said that most of the jurisdictions represented on the TAC will be hearing from the DBM contractor with regard to the construction plans at grade crossings.
 2. Ms. Scales said that the Field Office and the CEI Office are up and running in trailers located at Lake Mary Road and Country Club Road in Sanford. She said that currently the construction team is only performing maintenance on the corridor; SunRail construction is currently scheduled to start in January 2012.
 3. Ms. Scales said that on December 15, the DEPARTMENT is expected to take delivery of the first train of continuous welded rail sections. Each section is 1600' in length. Ms.

Scales said that due to the length of the rail sections, the DBM contractor would be contacting the municipalities to coordinate any brief grade crossing closures that will be necessary to deliver the track. The track deliveries will begin in Volusia County. Ms. Olore pointed out that this was the first of three rail trains.

4. Ms. Olore stated that the DEPARTMENT is presently coordinating an official ground breaking ceremony to be held in January. It will most likely be in Seminole County since that is where construction will begin. She said that the DEPARTMENT is currently working with various calendars and will notify the TAC members as soon as a date has been selected.
5. Ms. Olore introduced Mike Wacht, the new Public Involvement Officer (PIO) for Construction. Mike is a member of the Cunningham Group, the firm selected to handle public involvement and marketing for SunRail. Ms. Olore stated that Mike and his team from the Cunningham Group will start meeting with stakeholders prior to construction to inform them of what to expect. Ms. Olore stated that Mike's e-mail address is mike@thecunninghamgroup.com.

ii. Public Involvement/Marketing – Cunningham Group, Inc.

1. Ms. Olore introduced Tasha Cunningham of the Cunningham Group. Ms. Olore stated that Ms. Cunningham is the project manager for the SunRail Public Involvement and Marketing contract. She stated that Ms. Cunningham comes from South Florida and brings a wealth of experience working on rail projects to the SunRail project. Ms. Olore also introduced Diane Miller, another member of the Cunningham Group public involvement team, who will assist in outreach. Ms. Olore stated that the Cunningham Group has a new office located at 201 North Magnolia Avenue in Orlando. The office will be branded as the SunRail City Center. It is located on a LYMMO line and will have a large SunRail sign on the exterior of the building. It will be a center where the public can drop in and get information about SunRail, ask questions, view maps, boards and informational displays as well as meet with the construction PIO to have questions or concerns resolved. Ms. Olore stated that the office will also function as the public involvement and marketing command center for the SunRail project.

- iii. Locomotives – Motive Power
 - 1. Ms. Olore said that all seven locomotives are in the process of being stripped, and should be completed by the end of the year.

- iv. Coaches and Cab Cars – Bombardier
 - 1. Ms. Olore said that Secretary Downs is currently reviewing fabrics and interior selections for the coaches and cab cars. Ms. Olore stated that she hopes to bring a display board to the next TAC meeting to show the fabrics and interior selections.

- v. Signal Maintenance of Way
 - 1. Ms. Olore said that the Signal Maintenance of Way contract was advertised on November 9, 2011. Technical proposals are due in December and the DEPARTMENT expects to award the contract by the end of January 2012. Currently, the DBM contractor is handling maintenance. This work will be transitioned over once the Signal Maintenance of Way contract is executed.

- vi. Fare Collection Systems
 - 1. Ms. Olore said the DEPARTMENT has been working very hard with LYNX and Votran to include the procurement of validators that will be compatible with SunRail validators. She said that the DEPARTMENT anticipates advertising this contract by January 2012.

- vii. Operations and Maintenance
 - 1. Ms. Olore said that the DEPARTMENT is working on the Scope of Work and hopes to get it out by the end of the year for industry review. That industry review is intended to obtain feedback from potential bidders, which will enable the DEPARTMENT to refine the scope and get better bids. The contract is expected to be advertised around April or May 2012. The goal is to get the Operations and Maintenance contractor on board about 1½ years prior to beginning operation so that the firm can review the transition and assist with the operation center as it is being built, since that is where operations will be headquartered. They will also help with the vehicles as they are being built, so that we have the expertise and input of those that will be operating the system.
 - 2. Ms. Olore also said that since this procurement will extend into the local funding window, the DEPARTMENT will make sure that local government officials are included as technical advisors for the contract.

- viii. Station Finishes Contract
 - 1. Ms. Olore said that the first contract was advertised and price proposals are due on Friday, December 12. There are five proposals. The designs for the Station Finishes Contract 2 are being finalized. Advertisement is planned for March 2012.
 - 2. Ms. Olore said the DEPARTMENT is working on finalizing Right-of-Way (R/W). Maitland R/W has been finalized. The only R/W still outstanding for Phase I is Sand Lake Road. There is an agreement and the DEPARTMENT is waiting for board action.
- 3. Slideshow – Tawny Olore, P.E.
 - a. Ms. Olore presented a slideshow of all the SunRail “Future Home” roadway signs currently in place along the corridor.
- 4. SunRail Holiday Celebration – Tawny Olore, P.E.
 - a. Ms. Olore extended an invitation from Secretary Downs to all TAC members to attend the SunRail Holiday Celebration at Gargi’s as a way to say thank you to all who have worked so hard to make the SunRail project a success. Ms. Olore stated that if you are planning to attend, please RSVP by the end of the day on December 7, 2011.
- 5. DBE Contracting Forums – Tawny Olore, P.E.
 - a. Ms. Olore said that a DBE forum was held on November 15 in Sanford for both Volusia and Seminole counties. There was a great turnout with approximately 133 people attending as well as 35 subcontractors. Another DBE forum is scheduled for Friday December 16 at the Amway Center from 1:30 p.m. to 3:30 p.m. for those in Orange and Osceola counties. Ms. Olore stated that parking is available in the GEICO Garage. Invitations have been sent to all registered DBE firms in the city. Ms. Olore requested that TAC members send this information to their elected officials also to help get the word out about the forum.
- 6. Phase II Activities – Tawny Olore, P.E.
 - a. Ms. Olore said there have been many meetings with local partners. The SunRail project management team met last week with Meadow Woods and the City of Kissimmee. The team is going to Washington to meet with the FTA to discuss both Phase II North and Phase II South. Ms. Olore said they have submitted a number of updated documents from Phase I, such as the Project Management Plan, Quality Assurance Plan, Real Estate Acquisition and Management Plan, and Operations Plan, for Phase II South. Ms. Olore said the team will also discuss the timeline and application for Entry into Final Design or Phase II South. The application will be submitted in the spring of 2012.
 - b. Ms. Olore said that the DEPARTMENT is working on the Right-of-Way for Phase II. Ms. Olore said that some of the appraisals need to be refreshed and

redone for 2012. She said the DEPARTMENT is working with the Right-of-Way staff on this task.

COMMITTEE MEMBER COMMENTS

1. Committee Comments
 - a. There were no additional committee member comments

PUBLIC COMMENTS

1. Public Comments
 - a. Ms. Joanne Cournellis of Lake Mary said she is excited about SunRail coming in 2014 but would like it to come quicker. Mr. Neiswender explained that it was a long process and it would be up and running as soon as possible.
 - b. Mr. Tom Connelly, City of Lake Mary, said that there is a company that wants to develop the Lake Mary station. He wants to know when the City can get 60% station design plans showing the platform locations. They currently have 30% drawings but would like the 60% plans. Ms. Scales said they have 60% for design of the platforms but the platform locations have not changed. Mr. Connelly said that in the original plans, the platforms are 200' long but now they are 300' long. Ms. Scales said she would get Mr. Connelly the updated plans. Mr. Connelly asked if she had any idea when 100% plans would be available. Ms. Scales said she did not.
 - c. Mr. Connelly also requested a response from the DEPARTMENT to two e-mails sent from the City on October 31 and November 30, 2011 in regards to the placement of an entry feature in the parking lot area at Lake Mary Boulevard and a cemetery located near the tracks. He stated that he is still awaiting a response to these two e-mails. SunRail Public Liaison Marianne Gurnee stated that she has responded to those e-mails requesting the design plans for the station entry feature. She stated that she had not received the plans and that she needed those to forward to the SunRail design team. She said that she is not aware of the cemetery issue. Mr. Connelly said that he sent a location map. Ms. Gurnee stated that she had asked for design plans. Mr. Connelly said they do not have design plans for the entry feature at this time.
 - d. Mr. Dick Harkey stated that Congressman John Mica would be having a meeting regarding SunRail on Wednesday, January 11, 2012 at Leu Gardens from 8:00 a.m. to 9:00 a.m.
 - e. Mr. Troy Attaway, City of Winter Park, said that he wasn't sure how bicycles were being addressed at the stations but that the City of Winter Park was in discussions with a company called B-Cycle, a firm that Mr. Attaway described as "the Redbox of bicycles". Mr. Attaway stated that if B-Cycles

were used regionally on the SunRail project, the company would come in and operate the system at no cost. Mr. Attaway said he had some information on the company that he would leave with the TAC. Ms. Olore stated that design plans for the stations that have parking also have bicycle racks, but no bike lockers. Mr. Attaway said what B-Cycle does is more like where you swipe your credit card and take the bike and then swipe it again when you return it. Mr. Neiswender suggested that the company come in and do a short generic presentation on their services at the next TAC meeting on January 11, 2012. Mr. Attaway was directed to have B-Cycle contact Ms. Gurnee to place them on the next TAC agenda.

NEXT MEETING

1. Review of next meeting date
 - a. The next Technical Advisory Committee meeting date is scheduled for Wednesday, January 11, 2012.

ADJOURNMENT

The meeting adjourned at 2:11 p.m.