

Central Florida Commuter Rail Commission  
Technical Advisory Committee

**Meeting Minutes**

Date: Wednesday, February 1, 2012  
Time: 1:30 p.m.  
Location: Florida Department of Transportation  
Orlando Urban Office  
133 South Semoran Boulevard  
Orlando, Florida 32807

- Call to Order - TAC Chairman Roger Neiswender called the meeting to order at 1:34 p.m.
- Pledge of Allegiance
- Confirmation of Quorum
  1. Introductions
  2. Member in attendance were:
    - Tawny Olore, Florida Department of Transportation
    - Roger Neiswender, City of Orlando
    - Carla Bell Johnson for Jim Harrison, Orange County
    - Brett Blackadar, Seminole County
    - John Angiulli, Volusia County
    - Karl Welzenbach, Volusia TPO
    - Nick Koval, City of DeBary
    - Mary Moskowitz, City of Sanford
    - Tom Connolly for John Omana, City of Lake Mary
    - Jon Williams, City of Longwood
    - John Sember, City of Altamonte Springs
    - Charlie Wallace, City of Maitland
    - Don Marcotte, City of Winter Park
    - Tiffany Homler, Osceola County
    - James Arsenault, City of Kissimmee
    - Gary Huttman, Metroplan Orlando
    - Lisa Darnall, LYNX
  3. Members not in attendance were:
    - Ken Fischer, VOTRAN
    - Dale Arrington for Mike Pleus, City of DeLand
- Agenda Review - Tawny Olore, P.E.
  1. Ms. Olore provided the Agenda Review. She said both presentations scheduled for the meeting had been cancelled. Mr. Don Marcotte will be speaking regarding the B-Cycle presentation later in the meeting.

## **ACTION ITEMS**

1. Chairman Roger Neiswender stated that the agenda would be modified slightly. The election of new officers would take place after the adoption of the minutes and the Chairman's report, which he would handle.
2. Adoption of minutes - Mr. Karl Welzenbach motioned the adoption of the minutes with correction. Motioned seconded. Mr. Welzenbach stated the correction to page 4, bottom of paragraph iv, 1, should read flip-up tables not flip-down tables. The minutes were adopted as amended.
3. Chairman's Report - Roger Neiswender
  - a. Groundbreaking Ceremonies
    - i. Mr. Neiswender said a wonderful and joyous groundbreaking was held on January 27<sup>th</sup> at 10:00a.m. at the Altamonte Springs new station site on the corner of SR 436 and Ronald Reagan Boulevard. The Regional Administrator for FTA was in attendance, along with FDOT Secretary Ananth Prasad, all TAC board members, elected officials, past and present. U.S. Representatives Mica and Brown were present. Board members and other dignitaries drove a gold spike with a gold hammer to mark the beginning of the construction of SunRail. He said it was a very warm feeling to see everyone who put a great deal of effort into the project.
  - b. CFCRC Board Meeting
    - i. Mr. Neiswender said the CFCRC board meeting was held on January 27<sup>th</sup> at the Altamonte Springs City Hall following the groundbreaking ceremony. All the items that the TAC had been previously briefed on were brought to the board. After a good presentation by FDOT, he stated a few things of special interest that the TAC had been working on, including safety and security issues, clearing all the final right-of-way and FDOT efforts to clear permits. Mr. Neiswender highlighted LYNX and Votran coordination of fare equipment and policies to get a smooth and uniform transition of services, as well as ongoing DBE outreach by FDOT. He said that FDOT continues work on marketing and efforts to promote ridership, the finalization of Phase II stations and coordination with other rail efforts, such as the U.S. 441 Corridor and the OIA to Sand Lake Road to the convention center, light rail alternative. He said that Volusia County also is looking to extend the rail from DeLand to Daytona Beach.
4. Election of officers - Roger Neiswender
  - a. Mr. Neiswender said the Intergovernmental Agreement states that the three officer positions (Chairman, Vice-Chairman and Secretary) must be filled by a representative from the five funding partners – Volusia, Seminole, Orange and Osceola counties and the City of Orlando. He then named the committee members who would be eligible for nomination and opened the floor for nominations for Chairman. Mr. Welzenbach asked for clarification. He said he believed that the chair of the commission, that governmental body, also has the chair of the TAC. Mr. Neiswender said there is no requirement in the

interlocal agreements that the chair of the commission also has his or her representative serve as the chair of the TAC.

- b. Mr. Neiswender opened the floor for nominations for the election of officers. Nominations were as following:
  - i. Chairman - Mr. Brett Blackadar nominated Mr. Jim Harrison, Orange County for chairman. Motion was seconded. There were no further nominations. Mr. Harrison was unanimously elected.
  - ii. Vice-Chairman - Ms. Carla Bell Johnson nominated Mr. Brett Blackadar, Seminole for Vice-Chairman. Motion was seconded. There were no further nominations. Mr. Blackadar was unanimously elected.
  - iii. Secretary - Mr. Brett Blackadar nominated Ms. Tiffany Homler, Osceola County for secretary. Motion was seconded. There were no further nominations. Ms. Homler was unanimously elected.
- c. Mr. Neiswender stated that since the newly elected chairman was not in attendance, he handed the meeting over to the newly elected Vice-chair, Mr. Blackadar. Mr. Blackadar turned the meeting over to Ms. Olore.

## **PRESENTATIONS**

1. Presentation by B-Cycle - Don Marcotte
  - a. Mr. Marcotte said B-Cycle had approached the city in December regarding their bike share business. He said that they operate like Red Box, where patrons can slide a credit card and rent a bike. Rentals are available up to one month. The smallest unit holds 10 to 15 bicycles. They seemed interested in presenting to the committee in December but cancelled in January and again in February. He proposed taking a different approach. Since this will be for the station municipalities, he suggested putting out a RFP to see what other companies would be interested in providing this type of service. Mr. Marcotte would like to see who would be interested in pursuing this and who would be willing to put together the RFP. Mr. Welzenbach asked whether they are looking at doing this on a community by community basis, or an overall regional approach. Mr. Marcotte said if the group were interested, it would be something to look into, discuss and put out a RFP. Ms. Bell said Orange County would be interested in knowing more about it. She envisioned these presentations at the TAC where more informational was made available, but no commitments were made to a particular vendor. She supports the concept of a RFP to see who would be able to provide the services. Ms. Bell said the presentations could be used as an educational opportunity and then the TAC can determine how to proceed. Ms. Homler said she understood the maintenance and caretaking of the stations would be the individual funding partners responsibility. She asked if the individual funding partners would have to put out their own RFP for this, or whether they would have to do another interlocal agreement on station maintenance and concessions. Mr. Welzenbach stated the two MPOs cover all the counties and communities impacted by SunRail. He asked if it would it be worth it to obtain citizen input, and then, in conjunction with the commission, come up with an RFP for the region. Ms. Mary Moskowitz said she would like to look at a scope of services. Mr. Neiswender said there are two different issues to consider: The idea of having people make a presentation to the TAC to acquaint all the local governments with that opportunity rather than have to go to each individual municipality; and that it is clear that the maintenance responsibility and the determination of what goes on at the platform and the ability to negotiate revenue producing opportunities are the

station owners. It is up to each jurisdiction whether they want to franchise someone with them keeping all the revenue and no money flowing, or have a franchise fee to help offset the operation and maintenance costs. Further discussion regarding this issue followed. Mr. Welzenbach said the presentation should not just be to the TAC. His communities would be interested also. Mr. Neiswender said that bringing it to the TAC was just to provide an open door so that people were aware that the opportunity existed. It wasn't intended to substitute for or imply a process or accept the responsibility for a purchasing process. He said that if someone approached and they had a good idea that they thought might be of interest, as long as they keep it brief and it doesn't control the process, it should be no problem. Mr. Welzenbach said he definitely thinks it's worth more information. Mr. Blackadar stated that Seminole County just started a working group among all the cities. One of their purposes is to look at vending opportunities, but they are far from making any decisions. He agreed with Mr. Neiswender, their intent was always to generate revenue. Mr. Gary Huttman said it was his understanding that the City of Winter Park was going to pursue this with B-Cycle and that the TAC was simply providing a captive audience and he would still like to see that. Ms. Olore said in response to Ms. Homler's earlier question while the local government partners are responsible for the maintenance of the stations, FDOT does have the right to look at what is placed on the platforms to make sure it doesn't impact circulation. Mr. Neiswender said that FDOT has the right of approval for the layout to make sure that anything on the platforms does not interfere with the primary operation of the platform. Further discussion regarding the ability to accommodate bicycle rentals at all the stations followed. Mr. Blackadar stated the need to move on with the agenda, but that the general consensus is to try to get B-Cycle to present sometime in the future. Mr. Marcotte said he will approach that company one more time but also see if there is anyone else who would like to present. Mr. John Sember asked Ms. Olore if the Interlocal Agreement is on the website. Ms. Olore said yes along with the joint use agreement with the funding partners. Mr. Welzenbach suggested that it might be better to do some research regarding bicycle rental vendors, talk to communities and find out what companies they are using and what their arrangements are. Mr. Neiswender said if they are going to do that, it is a good idea to look at the interlocal and joint use agreements for any specific provision. Mr. Welzenbach suggested maybe the MPOs can issue a general RFP and if the locals want to hook on to it they, would have the blessing of the commission. Mr. Blackadar asked Mr. Marcotte if he is taking the lead on this. Mr. Marcotte said yes.

2. Presentation by InGlur - Tawny Olore, P.E.
  - a. Ms. Olore stated InGlur was unable to attend the TAC meeting to make a presentation on food concessions, as scheduled.

## **DISCUSSION ITEMS**

1. Project Update - Tawny Olore, P.E.
  - a. Procurement Activities
    - i. COO - Introduction of Fred Nardelli
      1. Ms. Olore introduced Mr. Fred Nardelli, the new COO. He has been on board since December 1, 2011 working with Mr. Pete Turrell. Mr.

Nardelli knows the corridor already since he previously worked at the Amtrak Auto Train facility in Sanford.

ii. DBM - Archer Western/Rail Works

1. FDOT Construction Project Manager Amy Scales, P.E. said the DBM is working hard to get started with construction. The paperwork requirements are many. They are looking to start the clearing and grubbing at the Altamonte Springs station this week with some the silt fence installation. DeBary is also in the mix.
2. Ms. Olore stated that construction outreach activities have started. Mr. Mike Wacht, Construction PIO with the Cunningham Group, and his team were in Altamonte Springs and DeBary going door to door and distributing door hangers and flyers to let the folks in those jurisdictions know that construction will be starting in that area. As construction ramps up, they will be canvassing all of the neighborhoods up and down the corridor distributing door hangers. TAC members will be notified and get all that information as well, so that they will know what is being distributed to their neighborhoods. If they get calls wondering what's going on, they will have Mr. Mike Wacht's and Ms. Deana Leffler's name and number to contact them and let them know. Ms. Olore wants to make sure that everyone is up to speed with what's happening with construction.
3. Mr. Welzenbach said the last he heard about the station designs and wheelchair access was that the stations will have ramps with a platform extending out to the train. He said that the presentation his Transportation Disadvantage Committee got said there will be wheelchair lifts on the trains. Mr. Welzenbach asked if the wheelchair lifts are only 30" wide and if each station will have both. Ms. Olore said yes, each will have both. Mr. Welzenbach stated the concern over the 30" wide lift is that a 350 lb. man in a motorized wheelchair will not fit on a 30" lift and the lift probably will not handle him. Ms. Olore stated again that the stations will have both. Ms. Scales stated there are ramps that will get you up and a plate that will get you flush and there is also the lift that will come down and pick up. She said that the lifts are on the cars and will be ADA compliant. Mr. Welzenbach said that 30" is the minimum. Ms. Scales said that she didn't have that information in front of her. Mr. Welzenbach stated that the recommendation is 32" to 34" and 30" is the bare minimum. Ms. Olore said she will find out what the width is.
4. Ms. Scales stated Department continuing to maintain the corridor. On Saturday, there is going to be some maintenance work done on the SR 434 crossing. The maintenance work is anticipated to taking a few hours. It's being coordinated through the Department since it is a state road.
5. Ms. Olore said the DBM contractor will be scheduling meetings with DeBary and Altamonte Springs to let them know what construction is happening. Ms. Scales said that as construction is moving and impacting roadways, the DBM will be working with the local municipalities.

iii. Public Involvement /Marketing - Cunningham Group, Inc.

1. Construction outreach activities - Ms. Olore said Mr. Mike Wacht and Ms. Diane Miller are here. The Cunningham Group is on board and engaged and did a great job at the groundbreaking. The Sentinel reported 500 people. She said they had 240 reservations but a great deal more showed up that day. It was a great groundbreaking and they appreciate everyone who came and celebrated with them because it was a long time coming. Ms. Olore stated that the Cunningham Group did a fabulous job coordinating the groundbreaking event.
  2. Public Involvement/Marketing - Ms. Olore stated for the first three months of this year, the marketing plan, the business development plan and the community outreach presentations are being prepared. Once everything is all together, TAC members will be informed as the public involvement and marketing go forward. The Cunningham Group is busy putting those plans together and will be reaching out to TAC members to make sure that they know what the plans are and what the timeframe is. Ms. Olore said that she already mentioned neighborhood coordination for construction. This outreach will continue as construction activities move forward.
  3. SunRail City Center - Ms. Olore stated that the SunRail City Center on 201 North Magnolia Avenue is open and the signs are up. She suggested dropping in to check it out. Mr. Blackadar asked what the office hours were. Ms. Olore stated 8:00a.m. to 5:00p.m., regular business hours.
- iv. Locomotives - Motive Power
1. Ms. Olore said that FDOT continues to meet with Motive Power every 2 weeks.
- v. Coaches and Cab Cars - Bombardier
1. Ms. Olore stated that at the last meeting, FDOT presented the interior colors and the look of the interior. It was asked at that point what the seating arrangements looked like. She said that included in the meeting packet was an engineering schematic of the interior to look at. It shows the first floor where the flip-up seats for the wheelchairs, bicycles and luggage, as well where the ADA compliant rest rooms are located. The top level shows the table layout. Ms. Olore said that she hadn't gotten clarification on the flip-up tables brought up at last month's meeting. They are not included in the plan as of today. She also stated that she had been asked if there would be power to the seats. She said there are power outlets to those table areas on the upper level. Ms. Moskowitz asked how many bicycles a train could handle. Ms. Olore said about 6 to 8 bicycles per car and there are 2 cars, so about twelve. Mr. Tom Connolly asked if they would be running 2 cars or 3. Ms. Olore stated there are 2 cars for passenger use to begin with. They're running 3 train sets because there is a locomotive, coach and a cab car. So it's a 3-car train set but 2 of the cars are for passengers. Mr. Neiswender asked what is the passenger car capacity. Ms. Olore said it's 132 seated for the cab car and 150 seated for the coach, not including the people that stand up. The maximum capacity is 337 during the peak times.

- vi. Signal Maintenance of Way
    - 1. Ms. Olore said that it was reported last month the Signal Maintenance of Way contract had one bidder and the Department has elected to re-advertise. It should be out in February 2012.
  - vii. Fare Collection System
    - 1. Ms. Olore stated this contract will be advertised by the end of the week. FDOT is incorporating some last minute questions of the legal team. It has been a herculean effort by LYNX, Votran and FDOT. It will be a procurement that has a great many options for fare validators for LYNX buses. Votran will also be able to piggyback off of the LYNX contract.
  - viii. Operations and Maintenance Contract
    - 1. Ms. Olore stated that is expected to be advertised for industry review in March and that FDOT anticipates having a contractor on board by December 2012.
  - ix. Station Finishes Construction Contracts
    - 1. Ms. Olore stated that FDOT is executing the first of two station finishes contracts with Archer Western. Ms. Scales said the contract papers are in legal review. Ms. Olore stated that the contract terms are within budget. She said the second station finishes contract will be advertised in March.
2. Phase II Activities - Tawny Olore, P.E.
- a. FTA
    - i. Ms. Olore said that FDOT met with FTA to discuss Phase II in December. FDOT is preparing for the risk review this Spring, which will be followed shortly thereafter with an application for entry into Final Design.
  - b. Right-of-way Acquisition
    - i. Ms. Olore stated that two parcels have already been acquired; one is under negotiation and an agreement has been reached on another. There is an appraisal underway for the Amtrak parcel at Poinciana.
  - c. Station Development
    - i. Ms. Olore said that FDOT is meeting with all of the local government jurisdictions to complete station designs for Phase II.

### **COMMITTEE MEMBER COMMENTS**

- 1. Committee Comments
  - a. Mr. James Arsenault informed Ms. Olore that one parcel in Kissimmee had been subordinated and executed.
  - b. Mr. Huttman said he had heard that despite DOT's best efforts, DBE is still falling short of reaching the goals. Ms. Olore stated that the Department always strives to meet the DBE goal. She said that TAC members need to remember that most of the contracts are just getting started. The goal for the project is 8.14%, set by the FTA. The DBM has under contract 6.3% and is working with 2 more contractors to get them certified, which will bring them up to 7.5% and construction hasn't even started

yet. They are looking to add sub-contractors as they begin construction. The new stations contractor, Archer Western has pledged 10%. The Public Involvement/Marketing contract is primed by a DBE. FDOT received their first invoice and over 96% went to DBE firms. They are inching their way towards the 8.14% and it continues to change every month.

- c. Ms. Moskowitz asked about the fiber optic network and whether there can be some coordination with those at the stations and message centers. Ms. Olore said there would be passenger information signs stating when the next train is coming. Ms. Moskowitz asked if there were an emergency would they be able coordinate emergency messages through the system. Ms. Olore asked what kind of emergency. Ms. Moskowitz said like an Amber alert or road closures. Ms. Olore said they would need to know more about what she means. She stated that the passenger message signs are not very large. There is not a big ITS sign like they have on the highways. Ms. Olore said they would be coordinating with ITS on I-4 to let folks know if the trains are not running on time.
- d. Mr. Koval asked why the sign that states the future home of the SunRail station was placed parallel and not perpendicular to 17-92. Ms. Olore said that they could check with DOT maintenance people. Ms. Scales said that it is a one sided sign so if you put it perpendicular you'd only be able to see it from one direction. Mr. Koval asked then why not print it on both sides. He stated his point is that a lot of people don't see it. It is a 55 mph zone and by the time they approach it they miss it. He is getting a great deal of people calling him and asking where the sign is and he has to tell them where it is. He said it should have been printed on both sides and placed perpendicular. Ms. Olore stated that is just a temporary sign not the official sign for the station.
- e. Ms. Bell said she wanted to take a minute to thank Mr. Neiswender for all of the years of service on the committee, and for keeping everyone well engaged and informed. Speaking for the rest of the committee members, she thanked him and said how much they appreciated all of his hard work.

## **PUBLIC COMMENTS**

### 2. Public Comments

- a. Ms. Joanne Counellis said that she was excited and glad she went to the ceremony last Friday.
- b. Mr. Randy Schrader from the City of Kissimmee said they are open to the B-Cycle idea but not all stations will be good for it. He suggested that perhaps they filter it through Metroplan's bicycle program.

## **NEXT MEETING**

### 1. Review of Next Meeting Date

- a. Mr. Blackadar stated that the next Technical Advisory Committee meeting is scheduled for Wednesday, March 7, 2012.

## **ADJOURNMENT**

The meeting adjourned at 2:35 p.m.