

Central Florida Commuter Rail Commission  
Technical Advisory Committee

**Meeting Minutes**

Date: Wednesday, January 5, 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 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
    - Todd Hammerle, Florida Department of Transportation
    - Roger Neiswender, City of Orlando
    - Jim Harrison, Orange County
    - Jerry McCollum, Seminole County
    - George Recktenwald, Volusia County
    - Ken Fischer, VoTran
    - Mary Moskowitz, City of Sanford
    - John Omana, City of Lake Mary
    - Katrina Powell, City of Longwood
    - Charlie Wallace, City of Maitland
    - Don Marcotte, City of Winter Park
    - Tiffany Homler, Osceola County
    - Jim Arsenault, City of Kissimmee
    - David Grovdahl, Metroplan Orlando
    - Lisa Darnall, Lynx
  - Members not in attendance were:
    - Dale Arrington for Michael Pleus, City of DeLand
    - John Sember for Frank Martz, City of Altamonte Springs
    - Cassandra Blissett, City of DeBary
    - Karl Welzenbach, Volusia TPO
- Agenda Review – Tawny Olore, P.E. provided the agenda review

**ACTION ITEMS**

1. Adoption of minutes from October 6, 2010
  - a. Mr. McCollum noted a typo in the meeting minutes. Pending correction of the error, Mr. McCollum moved for adoption; seconded by Mr. Harrison. The revised minutes were unanimously adopted.

### **DISCUSSION ITEMS**

1. Chairman's Report – Mr. Neiswender
  - a. Mr. Neiswender noted a lull in project activity following the TAC's October meeting. But he said there was a flurry of activity at the end of the year, and much progress has been made since.
2. Project Update – Todd Hammerle and Tawny Olore
  - a. Review of Full Funding Grant Agreement Checklist submission
    - i. Ms. Olore wished the TAC a Happy New Year. She reported a breakthrough with Amtrak during discussions in Washington at the beginning of December, which culminated in a December 10<sup>th</sup> letter from Federal Transit Administration (FTA) Administrator Peter Rogoff to Florida Department of Transportation Secretary Stephanie Kopelousos. The letter included a four-page checklist that FDOT needed to complete and get back to the FTA by Dec. 30. The Project Management Oversight Consultant (PMOC) also requested that FDOT provide documents detailed in a second checklist for an upcoming risk assessment on the project. The letter from Administrator Rogoff said that if FDOT met the deadlines, the FTA would work toward approving a Full Funding Grant Agreement for the Project by the end of February. The FFGA would then go to the Office of Management and Budget for a 30-day review; and then to Congress for a 60-day review. As a result, the Department is now working toward obtaining an FFGA by the beginning of June this year.
    - ii. Ms. Olore said that FDOT submitted all of the required documents, cost estimates, drawings, and required plans by 5:45 p.m. on December 30<sup>th</sup>. Many of the documents that were submitted will be used during the Risk Assessment on Jan. 13 and 14 to make sure the project is FFGA ready. Ms. Olore said that January and February should be quite busy responding to comments, in anticipation of end of February FFGA approval from the FTA.
    - iii. Mr. McCollum asked whether local funding partners needed to attend the Risk Assessment. Ms. Olore said that the PMOC will perform the risk review on Jan. 13-14. What local partners previously participated in was a similar review by the FTA's Financial Management Oversight Consultant (FMOC). Ms. Olore said that the financial plan was resubmitted as part of the FFGA and the FMOC is currently reviewing those documents. She said she did not know if the FMOC would like to meet once again with

local partners as part of that refresh review. FDOT is meeting with the Federal Transit Administration tomorrow, and will ask if local participation is required.

b. Procurement activities

i. Ms. Olore said that Mr. Hammerle has been leading procurement efforts, and that FDOT is in the process of negotiating final details of the Design-Build-Maintain contract (primarily for construction work within the railroad right of way), as well as the locomotives and coaches and cab cars procurements. The construction oversight management contract (CEI) is complete and FDOT anticipates that HNTB will be under contract shortly.

1. Mr. Hammerle said that FDOT worked through the holidays and that negotiations have cranked up this week to get terms and conditions finalized and contracts ready for execution. Some of the tougher parts of the negotiation come at the end, he said, but FDOT believes it will have the required contracts executed and final pricing in place by the time the PMOC is here for the risk review, so they don't assign a lot of risk to those contracts. FDOT is working to have that wrapped up no later than Jan. 13.

2. Ms. Olore said those are the three big contracts that FDOT is working on right now (DBM, locomotives and coaches and cab cars). She said the Department also is hoping to advertise the Public Involvement/Marketing contract within the next month; the Design-Bid-Build station finishes contract and Ticket Vending Machines contract will be let in the next fiscal year, which begins in July 2011.

ii. CSXT

1. Ms. Olore said that the Surface Transportation Board issued a favorable ruling on Dec. 16<sup>th</sup>, and agreed that they had no jurisdiction to stop the sale of the corridor to FDOT. That allowed FDOT to actually close in escrow on the corridor on Dec. 22. The Department is now preparing for Final Closing on the corridor, which should occur shortly after the FFGA is approved. The time-line is to get the FFGA approved by the beginning of June, and then close on the corridor and take over maintenance of the corridor shortly thereafter

iii. Amtrak

1. Ms. Olore said that Amtrak objections were resolved, and that FDOT spent the better part of the Christmas holidays working with Amtrak to finalize documents required for the FFGA submittal. Amtrak also withdrew their opposition to the STB on December 8<sup>th</sup>. Documents that were finalized with Amtrak include a joint letter signed by FDOT District 5 Secretary Downs and a member of Amtrak's team on the

shared stations at Winter Park and Orlando Amtrak; a joint statement for a draft contractual services agreement, whereby Amtrak will do preventive maintenance and car washing at the Auto Train facility in Sanford; and a draft operating agreement.

2. Mr. McCollum asked whether additional maintenance activities still will be performed at Rand Yard. Ms. Olore said yes. Mr. Hammerle said that FDOT is back to the original proposal with regard to contracting with Amtrak for maintenance services. FDOT will do light maintenance on vehicles at Rand Yard and the required heavy maintenance will be performed by Amtrak.
3. Mr. Neiswender asked whether FDOT has ceased design of the heavy maintenance and wash system that was previously planned. Mr. Hammerle said that space has been preserved for those facilities, should there be a need in the future.
4. Mr. McCollum asked whether access concepts to the maintenance facilities will stay the same. Ms. Olore said that had not changed. The area where FDOT originally planned to build the heavy maintenance facility will be preserved so that FDOT can locate capital improvements if so desired in the future, but that it will not be built at this time.
5. Ms. Olore noted that FDOT also negotiated an Operating Agreement with Amtrak. A draft was submitted to the FTA on Dec. 30<sup>th</sup>. FDOT will continue to work with Amtrak in the future, especially at station locations where Amtrak will co-locate with SunRail.

iv. Federal Railroad Administration

1. Ms. Olore said that FDOT was required by the Federal Transit Administration's Level Boarding Committee to construct 15-inch platforms at Phase I stations. However, the Federal Railroad Administration recently performed a Hazard Analysis and viewed the 15-inch platforms as a safety hazard. As such, FTA and FRA recently agreed to 8-inch platforms for all Phase I stations, which is a good thing as there will now be conformity in platform heights throughout the entire system. In addition, 8-inch SunRail platforms will integrate seamlessly with Amtrak's 8-inch platforms. Ms. Olore said that FDOT will brief Winter Park and the city of Orlando separately, as the Orlando Health station also will now be able to accommodate 20-foot platforms due to ongoing negotiations with CSXT.
2. Mr. Marcotte asked whether mini-high platforms still are included in station designs, since platforms will now be 8-

inches above top of rail. Ms. Olore said they will, and that FDOT will forward revised drawings once complete. She reiterated that FDOT still plans to remove the center platform in Winter Park.

3. Mr. Connelly asked when the revised drawings will be available, as the City of Lake Mary would like to coordinate the revisions with an interested developer. Ms. Olore said the drawings should be available within the next couple of weeks, perhaps sooner.
4. Mr. Antonucci said he expects that the Federal Railroad Administration will be visiting Orlando possibly next week to continue station design coordination.
5. Ms. Olore said that when the Design-Build-Maintain contractor is on board, FDOT will first provide a Notice to Proceed for Final Design and maintenance mobilization. Mr. Antonucci and Doug Stencil, SunRail's chief safety officer, are responsible for training workers, submitting required FRA documents, and performing safety hazard analyses with the DBM contractor. The Department will be shifting from planning to corridor takeover and contract implementation.
6. Mr. Neiswender said he was looking forward to getting to the point and time when local partners can watch Mr. Antonucci at work.

v. Right-of-Way acquisition/certification

1. Ms. Olore said that right-of-way acquisition has been certified at the Sanford, DeBary, Altamonte Springs, and Lake Mary station. LYNX and Orlando Health are complete, as well. FDOT is planning to let two station contracts due to some lagging right-of-way issues primarily at Church Street and Sand Lake Road. Those contracts will be advertised in the next fiscal year, likely in September or October.

vi. Stations

1. FDOT is also starting planning for Phase II, and will be ramping up those activities. FDOT has been working on development of a new ridership model for Phase II, which should be ready by the end of the year for transit experts to adopt to FTA standards. By June, Ms. Olore said, FDOT should be ready to start running modeling and ridership activities for Phase II. FDOT is also moving forward with right of way acquisition at the Kissimmee and Meadow Woods stations.
2. Mr. McCollum asked about the timing of the two station contracts. Ms. Olore said that they would be approximately

three-to-four months apart. Mr. McCollum asked whether the second contract would be advertised by the first of next year. Mr. Hammerle said that all Phase I stations will be ready on opening day, but that the certification of right-of-way at some stations was lagging, hence the two contracts. Ms. Olore said that the DBM contractor will pour the platforms, and FDOT didn't want the station finishes contractor (DBB contract) to get too far ahead of the DBM contract.

3. Mr. Neiswender said that FDOT and the City of Orlando needed to meet to discuss the Orlando Health Station and close the loop on Hughey Street right-of-way issues. Mr. Hammerle said that would be done. Ms. Olore said that Ms. Sandra Gutierrez is setting up meetings with Orlando staff to specifically talk about the station and Hughey Street. She said that FDOT was able to get some extra right-of-way from CSXT, which will allow for design modifications that the city sought.

### 3. Joint Use Agreements

- a. Ms. Olore said that FDOT also has been working with local funding partners on Joint Use Agreements. Mr. Recktenwald said that Volusia County might postpone its vote on the JUA until the first week in February.
- b. Mr. McCollum requested the FDOT staff attend the Seminole County ratification vote. Mr. Hammerle said that would be fine. Mr. Neiswender said he would check and see whether FDOT needed to attend the City of Orlando ratification vote.
- c. Ms. Olore said that FDOT also has been working on the Local Funding Agreements (LFAs) for station enhancements. FDOT is putting together LFAs for each of the cities to confirm planned station enhancements and provide appropriate documentation.

### 4. Industry Forum – Ms. Olore

- a. Ms. Marianne Gurnee said that FDOT has scheduled an Industry Forum on February 25, 2011, at the Sheraton Orlando Downtown Hotel. Several thousand invitations have been e-mailed to potential vendors, and the response has been very favorable. The event will begin with a presentation on SunRail contracts, followed by a networking event so that prime contractors can meet up with potential subcontractors in the afternoon. Ms. Gurnee said that more information is available on the [www.sunrail.com](http://www.sunrail.com) website at [www.sunrail.com/forum.asp](http://www.sunrail.com/forum.asp) and encouraged TAC members to spread the word in their respective jurisdictions.

### 5. Transit-Oriented Development Update – Ms. Olore

- a. Ms. Olore said that FDOT is also planning an update of the Transit Oriented Development (TOD) Workshop that was held in 2007. She said that FDOT plans to take the Sketchbook that came out of that workshop, talk about what has happened since, and hold additional meetings to talk about what has to be done to get different stations ready for TOD and see what type of development local jurisdictions have in mind for each station. FDOT plans to bring in PB Placemaking to assist that effort, and help interested communities take it to the next step. FDOT felt that the 2007 effort was a big success, and that it would be a good thing to continue building on that momentum. Plans call for some three-dimensional imaging around stations, for both Phase I and Phase II. FDOT will be meeting with PB Placemaking this week to develop next steps and will communicate information with TAC members via e-mail.
- b. Mr. McCollum said that several jurisdictions have asked detailed questions about potential TOD, including how close development can come to platforms, how would structured parking be worked out with the FTA and so forth. He asked whether it made sense for communities to provide FDOT some TOD-related questions so that PB Placemaking could be prepared to answer them at the forum. Ms. Olore said that was a great idea. FDOT and PB Placemaking hope to be able to drill down into each community's needs to determine what needs to be done, what communities envision their TOD will look like, and chart a course for the future. Mr. McCollum said that communities should provide something to FDOT within the next couple of weeks.

### **COMMITTEE MEMBER COMMENTS**

1. Committee comments
  - a. Mr. Neiswender asked about a schedule update. Ms. Olore said that FDOT will e-mail a summary schedule to TAC members.
  - b. Mr. Neiswender asked how coordination was proceeding with Public Safety officials. Mr. Antonucci said it was going well. Mr. Neiswender asked whether a safety and security plan will be available within the next six months. Mr. Antonucci said it will be a few months before FDOT is able to prepare a draft. Mr. Neiswender asked whether that will include encroachments and Mr. Antonucci said that it will.
  - c. Mr. Neiswender asked whether any follow-up meetings have been held between FDOT, LYNX and Votran. Ms. Olore said that additional meetings have been held, and there will be changes to connectivity plans, which will occur up until SunRail begins operations. She said that FDOT's consultant will provide an update, knowing that route connectivity options will evolve until SunRail is close to revenue operations.
  - d. Mr. Neiswender asked whether the new ridership and modeling component will look again at the overall system. Ms. Olore said that Phase I will be considered an existing system, and that Phase II will tie into that existing system. So the whole 61.5 miles will be examined. She said she

suspects what will happen is that the modeling will show ridership goes up at existing stations because more passengers from north and south stations will be added. Mr. Neiswender asked when that might happen. Ms. Olore said that FDOT is first developing a base model, which should be done by the end of the year. Consultants will then use that base model to adapt to FTA transit standards, and make sure all the idiosyncrasies that FTA wants are included. That should be ready by the end of March. Modeling will occur in the April to May time frame. And by the end of this year, FDOT hopes to have an FTA-approved ridership model, as FDOT will be applying to get into Final Design for Phase II by the end of the year.

- e. Mr. McCollum said asked about obtaining cost estimates now that pieces of the puzzle are starting to fall into place. Ms. Olore said that the FMOC is currently evaluating the Financial Plan. Once the DBM, locomotives, coaches and cab car contracts are locked in, the remaining large contracts will be the stations contracts. Once those contracts are tied down, the budget will become more relevant. Mr. McCollum said that obtaining budget information by February would be helpful.
- f. Mr. Marcotte said he is getting quite a few questions from utility franchise companies about who to coordinate with for access to the railroad right-of-way. Ms. Olore said that all inquiries should be directed toward CSXT until the final closing in June. FDOT closed in escrow, but legislation passed by Florida lawmakers a year ago in December said that FDOT couldn't physically close on the corridor until receipt of a Full Funding Grant Agreement. FDOT has acquired the corridor as stipulated in Interlocal agreements, but won't physically take over maintenance of the corridor until June. So all inquiries in the interim should be directed to CSXT.
- g. Mr. McCollum asked whether local governments will get some type of notification at that time. For example, he said, counties pay an annual fee to CSX for maintenance of crossings and wondered whether FDOT or CSXT will provide annual bills. Ms. Olore said that FDOT was working through those procedures, and that an attorney has been going through every one of about 1,300 to 1,500 third-party agreements that CSXT has on the corridor. FDOT is preparing notifications.

## **PUBLIC COMMENTS**

### 1. Public comments

- a. Ms. Joanne Counellis of Lake Mary said that she would like to have SunRail up and running as soon as possible. Ms. Olore said that FDOT is working to make that happen. Ms. Counellis thanked Ms. Olore and said she was tired of waiting for SunRail. She asked whether LYNX also plans to provide a pick-up line in Lake Mary, and that she would like bus service on weekends, holidays and evenings, as well.
- b. Randy Schrader, with the city of Kissimmee, asked about station enhancement opportunities for Phase II stations. Ms. Olore said that as



FDOT moves forward with Phase II, project managers will hold meetings with local partners and start working on station designs, as occurred with Phase I stations. Base stations will be provided and local communities can pick out certain aspects of base station designs. However, anything beyond that is considered an enhancement, and FDOT will keep a running tally that will be 100 percent the local government's funding responsibility. When contracts are let, FDOT will make sure to get money for those enhancements prior to construction. Mr. Schrader asked whether "outside money" could pay for enhancements. Ms. Olore said yes, that Phase I stations have quite a bit of federal earmark dollars, especially Winter Park and Maitland.

- c. Ms. Katina Powell reminded TAC members that "Longwood has the lock on the Harry Potter look!" as far as station enhancements go.

### **NEXT MEETING**

1. Review of next meeting date
  - a. Mr. Neiswender noted that the Central Florida Commuter Rail Commission is scheduled to meet Jan. 28<sup>th</sup> at Metroplan Orlando. He thanked FDOT for its hard work over the holidays and wished everyone a healthy New Year.
  - b. The next TAC meeting was scheduled for February 2, 2011

### **ADJOURNMENT**

1. The meeting was adjourned at 2:23 p.m.