

DRAFT

Central Florida Commuter Rail Commission  
Technical Advisory Committee

**Meeting Minutes**

Date: Wednesday, October 1, 2014  
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, Jim Harrison, called the meeting to order at 1:36 p.m.
- Pledge of Allegiance
  1. Confirmation of Quorum
  2. Members in attendance:
    - Tawny Olore, FDOT
    - John Angiulli, County of Volusia
    - Dale Arrington for Michael Pleus, City of DeLand
    - Bill Wharton for Brett Blackadar, Seminole County
    - Jordan Smith, City of Sanford
    - Cheryl Bower for Jon Williams, City of Longwood
    - John Sember, City of Altamonte Springs
    - Jim Harrison, Orange County
    - Rick Lemke, City of Maitland
    - Don Marcotte, City of Winter Park
    - Claudia Korobkoff, City of Orlando
    - Mary Moskowitz, Osceola County
    - James Arsenault, City of Kissimmee
    - Andrea Ostrodka, LYNX
    - Steve Sherrer, VOTRAN
    - Gaby Arismendi for Gary Huttman, MetroPlan Orlando
    - Lois Bollenback, River to Sea TPO
  3. Members not in attendance:
    - Rick Dwyer, City of DeBary
    - John Omana, City of Lake Mary
  4. Introductions:
    - Pamela McCombe, SunRail Safety Manager (Parsons)
    - Tammy Andrews, FDOT
    - Bill Wharton, Seminole County
- Agenda Review – Tawny Olore, P.E.
  5. Ms. Olore provided the Agenda Review.

## **ACTION ITEMS**

- Adoption of minutes from Wednesday, September 3, 2014.
  - a. A motion to adopt the meeting minutes was made by James Arsenault and seconded by Mary Moskowitz. The meeting minutes were adopted unanimously.

## **DISCUSSION ITEMS**

1. Chairman's Report – Jim Harrison, Orange County  
Chairman Harrison stated the next meeting of the Central Florida Commuter Rail Commission will be held on November 12, 2014 at the MetroPlan Office.
2. Project Updates – Tawny Olore, P.E.
  - a. Phase 1 Operations  
Ms. Olore reviewed the presentation and discussed project updates for Phase 1. Ms. Olore highlighted each station. Ms. Olore also discussed vanpools at the Sand Lake Road station and placing signage for the vanpools.
    - i. Ridership  
Ms. Olore presented information on ridership for September 2014 and discussed the trends. Ms. Olore noted the stations with the highest boarding were DeBary and Sand Lake Road, with Winter Park as the highest station destination. There was a dip in ridership due to the start of school. There was a big bump in ridership due to the school holiday in Seminole County. There was a decrease in ridership in late August – early September. Information presented to the TAC also included ADA and bicycle commuting. Ms. Olore stated that parking counts are conducted at the stations every Friday during peak hours and usage has remained consistent. An on-board survey will begin in October to determine how riders are arriving at the stations. Ms. Olore stated that train alerts will be added to the 511 system and train delay information will be sent out via social media.
    - ii. Technology  
Ms. Olore stated on-time performance is above 91%. Ms. Olore led a discussion on the data that was provided. Ms. Olore stated there were continuing issues with TVMs and TVUs and there have been several meetings with the vendor. Xerox has given FDOT a recovery plan to improve connectivity issues and a plan to address back office issues is being developed. Issues should be fixed by the end of the year. Ms. Olore stated that they are bringing the ambassadors back to the platforms and there is no fixed date for the ambassador program to end. Ms. Olore stated that they will be at every station during the peak times and floaters will move from station to station.
    - iii. Safety  
Ms. Olore discussed the issue of upgrading grade crossings. Due to ongoing trespass issues and people stopping on the tracks, the Florida Highway Patrol (FHP) will be specifically focused on ticketing motorists who stop on railroad tracks. In addition, a safety team is working with local police in the different municipalities and discussing enforcement in trespassing. Ms. Olore stated that the SunRail Public Involvement team and the Marketing teams are out in the community providing rail safety education and outreach to the public. Ms. Olore turns the briefing over to Ms. McCombe to discuss several recent incidents on the corridor.

Ms. McCombe discussed the trends over the last four years and noted that near misses and accidents have gone up. Ms. McCombe emphasized the fact that the corridor has over 96 grade crossings. Ms. McCombe stated that the trips, slips, and falls have been low at the stations. She explained what the terms mentioned in her presentation mean. Ms. McCombe addressed a question about creating a map of the incidents to include the municipality where accidents are occurring, and whether FDOT is benchmarking the amount of safety incidents occurring on similar train systems such as TriRail.

iv. Service Enhancements

Ms. Olore noted that there is a new schedule and a new policy that addresses when a train is over 85% full a third car is added so riders do not have to stand. Ms. Olore discussed Congressman John Mica's request for additional cars from South Florida. A white paper is being drafted to consider what opportunities are available and potential challenges involved. Cost estimates were provided concerning special event services. Ms. Olore also discussed a request by the Central Florida Commuter Rail Commission (CFCRC) to expand the schedule with additional off peak trains and potential weekend service. Ms. Olore discussed the addition of SunRail to the 511 system and tweeting out any service disruptions. Mr. Harrison asked about the timeline for all of the service enhancements. Ms. Olore stated that the timeline regarding the white paper is the end of the year.

v. Feeder Bus Service

Ms. Olore introduced Andrea Ostrodka from LYNX to review the bus connectivity map and noted that LYNX is currently analyzing routes. Ms. Ostrodka stated the Sand Lake Road Station is the one with the most routes. Ms. Ostrodka discussed the use of the Lymmo service by SunRail riders going to downtown Orlando. She also discussed other connectivity options that are in place at the different stations. A TAC member asked about the free transfer service and how it works for riders of both services. Ms. Ostrodka explained the free transfers and how they worked.

b. Marketing/Business Development/Public Involvement

- i. Ms. Olore reviewed the monthly scorecards and provided an update on marketing, business development and public involvement activities. Ms. Olore stated that Orlando Health has purchased \$6,000 worth of SunCards to sell to their employees out of the hospital's retail spaces.
- ii. Mark Calvert from Evolve discussed the new "Seniors on SunRail" marketing initiative. Mr. Calvert discussed the program and the partnerships created with various senior groups.
- iii. Marianne Gurnee asked all TAC members to notify the SunRail Operations and Control Center when a large event is scheduled in their municipality as a way to keep the train crews informed of possible safety concerns.

c. Customer Service Advisory Committee Appointments

- i. Ms. Olore next discussed the Customer Service Advisory Committee and how a person can participate as part of the committee.

2. Phase 2 South and North Activities – Sandra Gutierrez

a. FTA Coordination

- i. Ms. Gutierrez provided a status update on coordination with the FTA and the scope, schedule and cost review that recently was held with the PMOC. The Rating and Evaluation package was resubmitted in September. Design and FFGA

application documents are moving along as scheduled. Joint Use Agreement (JUAs) go to board approval in September/October.

- b. Station Development
    - i. Ms. Olore discussed station development and stated that meetings with the land owner of the DeLand site went well.
  - c. Right-of-Way Acquisition
    - i. Ms. Olore discussed right-of-way acquisition and stated that further updates would be provided to the TAC.
  - d. Safety
    - i. Ms. McCombe discussed the grade crossing hazard analysis. All grade crossings will be evaluated to identify any deficiencies. The assessment will be provided to Orange and Osceola counties in the upcoming months. This will also be done for Phase 1.
3. Phase 3 Status
- a. Ms. Olore discuss the progress being made on Phase 3 and talked about the meetings being scheduled with all funding partners to advance that part of the project.

#### **COMMITTEE MEMBER COMMENTS**

- 1. James Arsenault asked when we can expect to see revenue and expense costs. Ms. Olore stated that the backend system for mining the data is not complete yet. That information will be available once that system is up and running.
- 2. Gaby Arismendi asked if passengers with disabilities will have the ability to tap off their SunCard upon exiting the train instead of having to go to the end on the platform to tap off. Ms. Olore stated that the conductors will have a hand held scanner available to tap off those passengers.

#### **PUBLIC COMMENTS**

- 1. Jeffrey Pippem, a student at UCF, asked is all of the quiet zones and grade crossing enhancements that are being added to the Phase 1 are being designed in to Phase 2 from the beginning in order to minimize and safety issues in Phase 2. Ms. Olore advised that the quiet zone issues are local jurisdiction issues and needed to be addressed individually. Ms. Olore also stated that some of the grade crossings and extra gate work are being worked in to the Phase 2 design from the beginning.

#### **NEXT MEETING**

- 1. The next TAC meeting for November has been cancelled due to the CFCRC meeting being held on November 12, 2014.

#### **ADJOURNMENT**

Meeting adjourned at 2:39 p.m.