

DRAFT

Central Florida Commuter Rail Commission  
Technical Advisory Committee

**Meeting Minutes**

Date: Wednesday, September 4, 2013  
Time: 1:30 p.m.  
Location: MetroPlan Orlando  
315 E. Robinson Street  
Orlando, Florida 32801

- Call to Order – TAC Chairman, Tiffany Homler, called the meeting to order at 1:30 p.m.
- Pledge of Allegiance
  1. Confirmation of Quorum
  2. Members in attendance were:
    - Tawny Olore, P.E., Florida Department of Transportation
    - Tiffany Homler, Osceola County
    - Jim Harrison, Orange County
    - Brett Blackadar, Seminole County
    - John Anguilli, Volusia County
    - F.J. Flynn, City of Orlando
    - John Omana, City of Lake Mary
    - Lois Bollenback, Volusia County TPO
    - Nick Koval, City of DeBary
    - Mary Moskowitz, City of Sanford
    - John Sember, City of Altamonte Springs
    - Don Marcotte, City of Winter Park
    - Gary Huttman, MetroPlan Orlando
    - Steve Sherrer, VOTRAN
    - James Arsenaault, City of Kissimmee
  3. Members not in attendance:
    - Sheryl Bower, City of Longwood
    - Stuart Boggs, LYNX
    - Charlie Wallace, City of Maitland
    - Dale Arrington, City of DeLand
- Agenda Review – Tawny Olore, P.E.
  - Ms. Olore provided the Agenda review.

**ACTION ITEMS**

1. Adoption of Minutes from Wednesday, May 8, 2013 Meeting
  - a. Motion to adopt meeting minutes was made by John Sember and seconded by Gary Huttman. The minutes were unanimously adopted.

**DISCUSSION ITEMS**

2. Chairman's Report – Ms. Homler

- a. Ms. Homler stated that on August 12, the funding partners and the CFCRC members boarded SunRail trains at the Operations and Control Center (OCC) in Sanford. Ms. Homler showed photographs of the trains taken at the event. She stated that there will be a public viewing of the trains on September 21 in Winter Park for everybody that was not able to attend the August 12 tour. Ms. Homler stated that access to the event was limited because of security issues at the OCC. She stated that attendees also received a firsthand look at the dispatch room at the OCC. Ms. Homler stated that after the tour, the Central Florida Commuter Rail Commission held its quarterly meeting. Ms. Homler asked if any of the other members who were able to go on the tour had any input. Mr. Huttman commented that the event was exciting.
2. Project Update – Tawny Olore, P.E.
  - a. Ms. Olore showed a video of the event.
  - b. Ms. Olore advised that she would begin the update with an overview of the DBM activities on the project.
3. Construction Update – Amy Scales, P.E.
  - a. Ms. Scales showed pictures of the exterior of the OCC and stated that the building is coming along well. Ms. Scales then showed a photograph of the dispatch room at the OCC. She stated that dispatcher have been working at the OCC since the end of July and that the trains are now actively being dispatched from that location. She then showed a photograph of the Service and Inspection facility, which is where the vehicles will be inspected daily. Ms. Scales stated that the majority of the construction is complete in the field and that nearly 90% of the track and signal work is complete. Ms. Scales said that crews are beginning to cut the new portions of the rail into operation and that quite a few software changes are being made to activate the new rail. That work should be complete by November. Ms. Scales then showed pictures of crews working in DeBary and a footprint of the Sanford Station where artists have been working to decorate the station as part of the Art in Transit Program. Ms. Scales then showed a photo of the Lake Mary Station; the canopies at Longwood; an aerial shot of the Longwood station where work is being done to facilitate transit-oriented development. Ms. Scales then showed photos of the railing at the Altamonte Springs station, the mini-high platform at Maitland and construction activity at Winter Park. Ms. Olore said that additional platform and canopy work at the Winter Park station is now scheduled, as well. Ms. Scales then showed a photo of construction activities and the platform at Florida Hospital and LYNX Central station, as well as Church Street station, Orlando Health/Amtrak and Sand Lake Road stations.
  - b. Ms. Olore noted that a major milestone for the project was achieved on July 29 when SunRail took over dispatching of the trains. Ms. Olore stated that this allowed FDOT to start cutting in signals and tapeloads. Two tapeloads are complete and a third is scheduled for Sept. 14. Once complete, system integration testing will begin between Maitland and DeBary in the latter part of October and the first part of November. Vehicles will be operating on the line between Maitland and DeBary. Ms. Lois Bollenback asked Ms. Olore to describe a tapeload. Ms. Scales said that a tape load means you have a computer system, which recognizes each of the different signals along the corridor anytime you add a new signal on the corridor or add new track to the corridor. A tapeload is an old CSX term where the computers used tapes instead of stick drives when new equipment is added to the system.

Mr. Nick Koval asked if CSX would be privy to the tapeload information. Ms. Olore that they would not since it is FDOT's railroad. Ms. Olore said that CSX is notified, however, in the event of a signal suspension or other issue on the railroad, via a general bulletin that is issued to every train that comes onto the Central Florida Rail Corridor. Mr. Koval asked about the

scheduling of commuter train operations and when CSX would be operating. Ms. Olore responded that during construction, there is a daily curfew in place from 7:00 a.m. to 1:00 p.m. with no freight operating on the corridor. Once revenue operations begin, that is when the Central Florida Operations and Management Agreement takes effect, with limited operating windows for freight. Mr. Koval asked whether FDOT would be notified if a freight train broke down on the line. Ms. Olore said that would be the case, as FDOT is currently dispatching all train traffic on the corridor. All trains communicate with our dispatch center through five radio towers spread along the corridor, and are in constant contact with the dispatch center via radio. Cellular back-ups are in place, as well. Mr. Koval noted that you just don't want freight to be on that line when SunRail is on the line. Ms. Olore noted this was right. She also commented that there is considerable additional capacity for train traffic on the corridor. Ms. Homler asked whether there will be public notification when the trains begin test runs. Ms. Olore replied in the affirmative. Ms. Homler asked for an overall marketing update at the next TAC meeting.

Ms. Olore said that the second cab car is currently on its way to the Sanford yard from Plattsburgh, NY. Both vehicles will be on display September 21 at Winter Park from 4:00 p.m. to 8:00 p.m. The event, in partnership with Radio Disney, will be open to the public for folks to come in and take a look at the vehicles, as well. She urged TAC members to attend, if available.

Ms. Olore next showed pictures of the mini-high platforms, where the disabled, people with strollers and so forth can easily board the trains. Ms. Olore said there were two ADA access points to the vehicles: lifts that are available in the cab car; and mini-high platforms. Ms. Olore also showed interior pictures of the vehicles, flip-up seats on the lower level, cab car controls, bicycle storage areas, and restroom facilities. Ms. Olore also showed a picture of the first locomotive fresh out of the paint shop in Boise, Idaho. The locomotive is expected to ship within the month.

- c. Ms. Olore said that the Operations and Maintenance contractor, Bombardier, is now on board, and that dispatchers are actually Bombardier employees. Bombardier has also hired three engineers and three conductors and training is under way. Maintenance responsibilities are expected to move from the DBM contractor to Bombardier in December, as well as the functions of the Central Florida Regional Communications Center, which is in Altamonte Springs right now, but will be moved up to the OCC.
  - d. A second ticket vending machine is expected to be delivered to the Orlando Urban Office in October and back-office operations for fare collection is being set up to be functional in January. The Department is also working on a supplementary sign package for way finding, to get people from the station and onto LYNX or Votran buses, car shares and to the station itself.
5. Public Involvement/Marketing/Business Development/TOD – Tawny Olore, P.E.
- a. Ms. Olore said that SunRail was awarded a \$25,000.00 grant from National Operation Lifesaver, one of four grant recipients out of 16 that applied. The safety marketing team is also putting together a safety campaign that includes Tie, the Safety Squirrel, who is currently in production. The team will be going into the schools, doing videos with Tie, and reaching out to children with the safety message. Billboards will also be refreshed and all of our radio and print publications will be updated, too, for the pre-revenue phase of the marketing effort.
  - c. A new consumer website was launched in May, and as the back office becomes operational, customers will be able to buy SunRail tickets and cards on-line.

- d. Business development efforts are focusing on the largest employers within walking distance of a station, and developing business partnership for corporate ticket sales such as the Orlando Magic. The business partnership with the Magic includes an animated SunRail banner in the arena and other promotional materials. Two-thirds of Magic season ticket holders commute along the I-4 corridor, so it makes good strategic sense to partner with the Magic. Brett Blackadar asked Ms. Olore about running the trains for special events, such as Magic games. Ms. Olore said that is under discussion for next season, as the current season starts in October.
  - e. Ms. Olore introduced Tim Jackson to update Transit Oriented Development activities around the stations. Mr. Jackson said that in terms of TOD facilitation, the SunRail team continues to work with local governments, developers and landowners to facilitate discussion. Mr. Jackson said that there has been about \$700 million of activity under construction around SunRail stations, which brought about 1,900 new residents within walking distance of one of the Phase I one to 12 stations. In terms of what is now planned or pending, there is about another about \$1 billion worth of public and private investment that is being discussed. Some of that has gone through approvals as in building permits and is going to be under construction soon. Mr. Jackson highlighted several TOD projects that are currently under construction.
6. Safety and Security – Tawny Olore, P.E.
- a. Ms. Olore said that with a new rail system, first responders must be trained to access equipment in the event of an emergency. Training films are in development, and about two weeks ago, Seminole County First Responders were at the OCC, as they would respond to the OCC in case of an emergency. About 90 First Responders were present, and were able to also tour the vehicles. Additional training sessions are planned with Orange and Volusia counties, as well as the city of Orlando.
7. Phase 2 – Tawny Olore, P.E.
- a. Ms. Olore provided an update on Phase 2, North and South. Since the TAC last met, the Federal Transit Administration has issued guidance for Map 21 funding. For Phase 2 South, the plan is to meet a September 30 deadline for grading and evaluation. That will set the project up to be in the President’s budget. For Phase 2 North, FDOT is doing an operational analysis to determine double-tracking limits for the Small Starts process. We do not have the same deadline of September 30 for Phase 2 North because we are not in the project development phase or putting together the application to get into the project development, so it is a little bit different.

**COMMITTEE MEMBER COMMENTS**

- 1. Ms. Homler asked if there were any committee comments. Mr. Marcotte said that Winter Park had been discussing way-finding around the station, and asked Ms. Olore who was working on it for FDOT. She advised that it is AECOM, and Jonathan Mugmon is the contact. She advised Mr. Marcotte that if he would like, she can set up a meeting.

**PUBLIC COMMENTS**

- 1. Joanne Cornellis commented that she would like the buses to operate on Sundays and holidays, and on Longwood/Lake Mary Road.

**REVIEW OF NEXT MEETING DATE**

1. The next TAC meeting is scheduled for October 2, 2013.

**ADJOURNMENT**

1. The meeting was adjourned at 2:10 p.m.