

Central Florida Commuter Rail Commission  
Technical Advisory Committee

**Meeting Minutes**

Date: Wednesday, September 5, 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, Jim Harrison, called the meeting to order at 1:35 p.m.
- Pledge of Allegiance
  1. Confirmation of Quorum
  2. Introductions
  3. Members in attendance were:
    - Tawny Olore, P.E., Florida Department of Transportation
    - Jim Harrison, Orange County
    - Brett Blackadar, Seminole County
    - Tiffany Homler, Osceola County
    - Lois Bollenback, Volusia TPO
    - John Angiulli, Volusia County
    - John Omana, City of Lake Mary
    - Sheryl Bower for Jim Williams, City of Longwood
    - Charlie Wallace, City of Maitland
    - Don Marcotte, City of Winter Park
    - Bruce Doig, City of Altamonte Springs
    - James Arsenault, City of Kissimmee
    - Gary Huttman, MetroPlan Orlando
    - Dale Arrington, City of DeLand
    - Steven Sherrer, VOTRAN
    - Mary Moskowitz, City of Sanford
    - Pete Sklannik, SunRail COO
    - F.J. Flynn, City of Orlando
- Agenda Review – Tawny Olore, P.E.
  1. Ms. Olore introduced Steve Sherrer, the new general manager for VOTRAN, as a new member of the TAC representing VOTRAN.
  2. Rebecca Hammock was also introduced as the support person for Noranne Downs, P.E. She represents FDOT and the Turnpike in government affairs.
  3. David Healey was introduced from LYNX and will be making a presentation today.

**ACTION ITEMS**

1. Adoption of Minutes from Wednesday, June 6, 2012 meeting.
  - a. The meeting minutes were unanimously adopted.

## DISCUSSION ITEMS

1. Chairman's Report – Mr. Harrison  
The Chairman's reported that the next CFCRC meeting will be at MetroPlan Orlando on September 12, 2012. The Chairman also reminded everyone of the September 20, 2012 corridor tour for committee members. He advised that Marianne Gurnee is coordinating the event and requested that all prospective attendees contact her so she is able to have an accurate head count. To date, approximately 20 people have registered.
2. Project Update – Tawny Olore, P.E.  
Before proceeding with her report, Ms. Olore advised that Doug Stencil, manager of safety operations, suffered a heart attack and stroke while in Mexico, and asked that everyone remember Doug and his family.
3. Construction Activities – Tawny Olore, P.E.
  - a. Ms. Olore reported that the Design Build Maintain (DBM) contractor is currently doing maintenance and capital upgrades. Track and signal work design is being finalized and construction is underway at 10 of the 12 stations. The work is on schedule and within budget. Amy Scales could not attend as she had a conflict, but did advise that the third rail shipment was delivered on July 31 and the fourth shipment will be delivered September 10 through September 12.
  - b. The platform construction at the DeBary station is complete and the station finishes contractor is doing grading and finishing the drainage work.
  - c. Construction is ongoing at the joint use pond with the Wayne Densch Company next door.
  - d. At Lake Mary, the platform is also complete and the station finishes contractor is starting the drainage work soon; clearing and grubbing is underway.
  - e. The Maitland platform is under construction now.
  - f. In Winter Park, Morse Boulevard will be closed for three days and the track is being realigned. The center platform is also being removed.
  - g. The platform and drainage are complete and the parking lot construction is underway at the Altamonte Springs station.
  - h. At LYNX Central Station, the platform is currently under construction.
  - i. At the Church Street Station, the platform is currently under construction.
  - j. The platform construction is also underway at Florida Hospital.
  - k. At Orlando Health, Ms. Olore advised that the project team is putting the final touches on the plan there because they have to wait for the realignment of the track at Winter Park so that a track can be shut down at Florida Hospital.
  - l. At Sand Lake, clearing and grubbing is underway.
  - m. At the Vehicle Storage and Maintenance Facility, located at Rand Yard, the contractor is getting ready to pour the building foundation so the pre-fab Operations and Control Center can be constructed.
  - n. Double-tracking is also underway in Seminole County between Airport Boulevard and Lake Mary; Archer Western is coming up behind the DBM contractor to construct all of the stations.
  - o. The station finishes II contract has been awarded and is under contract to Welbro. They are starting at Sand Lake with clearing and grubbing.
4. Design Update – Tawny Olore, P.E.
  - a. The Phase II vehicles (locomotives and coaches and cab cars) have been ordered. A schedule has been arranged with Motive Power where they will construct the Phase I vehicles and then

construct the Phase II vehicles right behind them. The Phase II vehicles are under contract now. The coaches and cab car Phase II vehicles are also under contract at this time. There has been an extended conversation with Bombardier to ensure that we could actually have the Phase II vehicles constructed right after the Phase I vehicles the same way as the locomotive production was arranged; we were successful in that arrangement and they will be opening the plant two (2) additional days to make sure they accommodate our additional vehicles. All vehicles for phases are under contract to be built.

5. Fare Collection System - Tawny Olore, P.E.
  - a. As you recall this was a joint procurement with LYNX and we have a vendor that we are both finalizing negotiations with and should be under contract within a week or two. We are working extensively with both LYNX and VOTRAN. The intended award is ACS Xerox and an update will be provided in the next few months as to how we are doing in design.
  
6. Public Involvement – Tawny Olore, P.E.
  - a. Ms. Olore noted that the Cunningham Group is conducting business outreach and public involvement along the corridor. She pointed out that in the TAC folders the new SunRail Fall 2012 newsletter and two brochures were available to members. She stated that the CG team is actually in the process of meeting with employers up and down the corridor. They have identified employers within two miles of each of the stations, beginning in downtown Orlando and working our way north. They are offering a series of “Lunch-N-Learns” and coordinating with the commuter assistance program, rethink Your Commute, to talk to the employees that are located within a two mile radius about what SunRail is, when it is coming and what it will provide. They are talking with them also about the last mile connectivity, i.e., the carpools, the vanpools, the shuttle bus, the fixed route bus service and the neighborhood links. LYNX goes with us to each of the presentations and as we obtain interest from the employees, that is when we contact the employers to talk about that last mile connectivity. This is a very big program that we have in outreach and once we finish that, we will then go to the neighborhood associations and see what we can do to get people from their homes to the stations. Ms. Olore stated that meetings have taken place with the City of Longwood, Seminole County, the City of Lake Mary, etc. If anyone knows of any employers that are interested in Lunch-N-Learns or any groups within your communities, please let us know so we can arrange a Lunch-N-Learn, which, by the way, does not have to be at noon time, but can be scheduled for morning or afternoon or at a time that is best suited.
  - b. Ms. Olore stated that as we toward operations, YouTube, etc. We want to get the word out for SunRail to get ridership in place.
  - c. Transit-Oriented Development – Ms. Olore noted that Tim Jackson and his staff are finalizing the metrics as well as the connectivity plans. These items will be ready for the next meeting, so we can show what we have been working on with all the local jurisdictions.
  
7. Open Procurements – Tawny Olore, P.E.
  - a. Ms. Olore stated that the Business Development and Marketing Services have been advertised and awarded to the DTS Team who actually had a marketer onboard who has done a similar commuter rail center in New Mexico (The RailRunner) as well at MetroLink in California. As we have that contract up and running, we will be introducing the team to the committee as well.

8. Operations and Maintenance – Tawny Olore, P.E.
  - a. Ms. Olore stated that we are working on the Operations and Maintenance contract and plan to advertise that toward the end of this month or the beginning of October. As we get more contractors onboard, we find more things that need to be included in that scope of work. We are also going to re-advertise the Signal Maintenance of Way
  
9. Safety and Security - Pete Sklannik - SunRail COO
  - a. Pete Sklannik stated that we are in the process of bringing support staff onboard for Operations. A full-time Systems Safety and Security Manager, Mike Kirchanski, who has an extensive background in systems safety. He is also fulfilling requirements for the FTA and FRA for system and safety documents. We will continue to add personnel to build a staff so we will be in full position to ensure a smooth transition when the O&M contractors come onboard early next year and for the protection of existing services provided for CSX and Amtrak. As the slide points out, coordination with the FRA is on a daily, sometimes hourly basis, and the FRA has an inspection team to ensure we maintain safe operating railroads. Because this project has a lot of pieces to it and not everyone understands it on the regulatory side, we are having a “Who-What-When” session at 10:00 a.m. on September 12 with the various inspection teams (FRA and FDOT) and invited folks from AMTRAK as well to make sure that everyone understands the project scope, the milestones and how we go about coordinating our business with them as partners. Mr. Sklannik also noted that the joint venture has been clear of reportable work-related injuries for over 42 days, which is a good testimonial of maintaining a safe work place. Tawny Olore added that currently there is construction at Florida Hospital and crews are working there day and night and that the safety record was impressive.
  - b. A question was asked about whether the construction schedule is posted online and if it was the most updated version; Ms. Olore’s response was that she did not know offhand but would check and for the next TAC meeting, the construction schedule would be included with the meeting materials.
  
10. Phase II South – Tawny Olore, P.E.
  - a. Ms. Olore noted that an enormous amount of time has been spent on Phase II South. Since we met, have applied to get into final design with FTA, which is about 11 three inch binders worth of materials which had to be completed and submitted. What we are working on with Phase II South is a 17.2 mile extension of existing corridor. We have four stations anticipated for revenue service in 2016. We also have 13.5 miles of additional second track and not as many grade crossings, 29 versus the 91 in Phase I. We will have a new railway signal and communication systems, some grade crossing enhancements, and we will be building some temporary layover facilities and light maintenance facility at the proposed Poinciana Station. We are also getting ready for the Positive Train Control (PTC) that is mandated by the FRA so that would be included within our design and construction.
  - b. We did request entry into Final Design on August 20th. We had FTA corridor tours in April, July and August. There were a lot of FTA personnel looking at Phase II South to make sure that we could be included into final design. We have also met extensively with Osceola and Orange Counties as well as the City of Kissimmee on all of the stations in Phase II South. We have also been busy acquiring the right-of-way maps. Osceola Parkway is pending some right-of-way and survey maps. We are coordinating with the City of Kissimmee for parking easements. The Poinciana property was approved by AMTRAK and it goes to their board in September. Once it is finalized, we will have all the right-of-way for Poinciana. We have a lot of appraisals and offers underway for Meadow Woods. The right-of-way for Phase II is

moving pretty well. We also held a Risk Mitigation which is part of getting into final design for Phase II South – this was the big test as to whether or not this project could meet the New Starts criteria as well as some improvements needed to be made for the PMOC.

- c. Our next step with Phase II South is to obtain an FFGA in September 2013 – this procurement for Phase II will be a bit different than what was done with Phase I, a design-build and with Phase II, we are going with a complete 100% design bid build – it makes sense to change contracting strategies due to the fact that a lot of the systems work being done for Phase I dictates what we do in Phase II South as well as all of the track work and design for stations, so we are going to take this to 100% design and actually do our contracts. We anticipate Phase II South constructed starting in the summer of 2014 with target revenue service set for 2016.
- d. Update for Phase II North, we are in the process of scheduling a meeting with Volusia County to talk about getting the parking area and site plan refined – also ordered the vehicles for Phase II North. We also had a conversation with FTA because the requirements for the new starts project changed on October 1 with the Map 21. Phase II South will be under the old system since we are so far along, but the Map 21 actually changes the small starts to the new starts process to the better for Phase II North. There is not quite the stringent requirements on the small starts with opening day forecast which sort of hindered some of the implementation – you will see in the next coming months, we will be moving quite extensively with Phase II North as well.

#### 11. Feeder Bus Connectivity Presentation – John Mason and Mark Hargrove

- a. John Mason stated:

This is an update of a presentation that was made a couple of years ago – some things may not have changed a lot and there are some that have changed. We will be going through station by station and talk about feeder bus plans as they exist at this point in time but they continue to evolve. This work all began in 2006 with discussions with LYNX and VOTRAN and different partner agencies. Back in 2007, Letters of Understanding were executed with LYNX and VOTRAN to specify the general level of feeder bus service that would be provided by each of those transit operators and what the approximate subsidy would be that FDOT would pay. Since 2007, we have been working to refine these plans. Starting at the North, VOTRAN would serve the DeBary station with two proposed routes, the 20R that comes up 17-92 from the planned intermodal facility in DeBary, which would run only on weekdays every 60 minutes and the 23R, which would run from DeBary to Deltona every 60 minutes and both would meet the train arrivals. Some new destinations, such as the VA Center, would be served by the 20R. The general thought is to try and meet every peak hour train.
- b. Chairman Harrison had questions about how the presentation slides work – depending on which train, you may end up waiting a period of time for the right bus. Mr. Mason indicated that eventually riders will time their bus trip times with the train times.
- c. Mr. Mason continued with discussion about the Sanford Station. There are four (4) routes, the 103 that runs north/south which runs every 15 minutes, the 34 is a local neighborhood route which runs every 60 minutes, the 46E and the 46W are short local routes which run every 60 minutes and serve the east and west sides of Sanford. All four would terminate at the Sanford Station.

- d. The Lake Mary Station will be served by the 45 route which currently runs every 60 minutes every day – working with LYNX service will be increased to every 30 minutes during peak periods. This will be the only fixed route serving the Lake Mary Station. The Longwood Station is served by one route, the existing route 434 run by LYNX, which runs every 60 minutes. 30 minute service will be run during peak periods, but not on the entire length of the route, but only a portion because that is actually a very long route.
- e. The Altamonte Springs Station – one thing to note for LYNX is that the Altamonte Springs Station will replace their Fern Park Transfer Center and that is a positive. The routes that will serve the Altamonte Springs Station will be the 102 and the 103 which are major corridor trunk routes along the 17-92 corridor. Each of those run every 15 minutes which is very frequent and good service. The route 41 runs around the loop on Semoran Boulevard and runs every 30 minutes. This Station has some very good connections to local and regional bus service. Chairman Harrison had some questions regarding the 102. Mr. Mason elaborated on the 102 and 103 route discussions which had been held with LYNX which would tie directly into the Altamonte Springs Station. These are existing routes which LYNX runs currently.
- f. Maitland Station – this would be directly served by the 102, which comes directly down 17-92. The buses will be directly on the street and not go directly into the station; crosswalks are being planned. In addition to this route, there are two other LYNX routes, the 1 and the 9, which go into the Winter Park Station, which also serve western Maitland and Eatonville.
- g. Winter Park Station – this has some very good service associated with it. There are two routes that are running through downtown Winter Park right now, the 443 and the 102. The other routes, the 1, 9, 14 and 23 are all terminating at the Winter Park Village Shopping Center and now because this is such a close proximity to the rail station, the 1, 9, 14 and 23 are being extended about one mile to the Winter Park Station, make a loop and come back to serve the Winter Park Village Shopping area. The 102 is 15 minutes, the other five routes are running 60 minutes, which run all day. Each route would be hitting every other train during the peak period as well as during mid-day.
- h. Florida Hospital Station – there are two routes, the 102 which runs parallel to the commuter rail for some distance and has stops every couple of blocks on Orange Avenue and provides a good distribution service, and the 125 runs by the station and that actually may be relocated directly by the station so there will be a really good connection between this route and the SunRail station. Chairman Harrison noted that signage within the stations that directs riders to LYNX buses. Tawny Olore advised that talks are in progress with Rick Morrow, FDOT Operations, regarding directional signs to get to the stations and the park-n-ride lots.
- i. LYNX Central Station – there are 31 local and express routes that terminate at LYNX central station. The LYMMO service is in close proximity to the rail station, and the two LYMMO extensions, Parramore and the East-West, are going to be one of the best connections to the SunRail system because they operate in a dedicated line and people know exactly where it goes, there is no uncertainty about which bus route to take and it runs frequently with a high level of service. This will be a real key in getting people from SunRail to their final destinations downtown.
- j. Church Street Station – the LYMMO East-West line will run by the Church Street Station and over to Orange Avenue. In addition to those routes, there are a number of other routes

that operate near the Church Street Station on Orange Avenue and one on Hughey Garland (the 36). In addition to the LYMMO, there are other fixed routes within a one block walk.

- k. Orlando Health AMTRAK Station – this is one where it may be necessary to have good signage where there are three routes, the 7, 11 and the 18, which are about three blocks away from the Station – a bit of a walk. A concern is that the 7, 11, and the 18 all serve areas to the south and by the time those passengers are going to either downtown or Lynx central station to transfer to another route, they would already be about 75% of the way to their destination and rather than add an extra five or eight minutes on to their trip, it appears better to let those routes continue on to LYNX Central. There is one route, 40, that currently operates every 60 minutes all day and there would be direct connections between 40 and the SunRail Station.
  - l. Sand Lake Road Station – there are two routes that currently go to the Airport , the 111 that goes from Disney to Destination Parkway Center on to Sand Lake Road and then to OIA. The 111 is a route that local funding sources currently serve and we are looking at funding and service options with LYNX and its partners to try and identify if there are some ways to keep part of that service alive – it may not look as it currently does, but we are trying to keep some portion of it. The 111 is a frequent route, every 30 minutes which could potentially meet every train. The other routes, the 11, the 18 and the 42 and one new route which at this time there is no clever name for it, which is similar in alignment to route 18 with some good connections and direct service to the Kissimmee and Osceola County and on to the Sand Lake Station. This route would be running every 30 minutes. One of the prime services will be the 18 and the 18L, the 18L being a quicker service route. In addition, if people will tolerate a transfer from a bus to get to the Sand Lake Station, there are a number of other routes that open up service in Osceola County (i.e., the 4, 10, 26, 55, 56 and 57) which could be connected to the 18L.
  - m. Chairman Harrison if these routes all open up to the Osceola Mall and the response was “yes”. Tiffany Homler asked if there had been any discussions about migrating routes to the Kissimmee Station for hospitals and medical centers. Mr. Mason indicated there has been discussion with LYNX regarding this subject and as the plans continue to evolve, adjustments will be made. Chairman Harrison noted that this was a very helpful presentation. Don Marcotte (City of Winter Park) asked about updated individual maps. Tawny Olore advised that individual maps can be sent out when the presentation is sent. Mr. Harrison noted that it is a very large file. He also commented that he feels good about this presentation and was glad the time was allotted for review. Mr. Mason noted that once the service starts, it would be good to monitor the ridership to see what is working or what is not working. Some changes or adjustments may need to be made. Mr. Huttman had a question about the 102 and Orange Avenue and the parallel track and the competition for ridership. Mr. Mason indicated that an argument probably could be made for the competition around Orange Avenue and that some people may opt to get on LYNX rather than get on commuter rail, but as you go further along the line, it appears to be more complimentary than competing. The 102 does provide real strong distribution link to the SunRail and provides frequent stops every couple of blocks.
12. FlexBus Demonstration Project – David Healey
- a. Mr. Healey stated:  
He had a great team – Dick Wells, Sheryl Bower, Kelly Brock, Andy Nichol, Doug Jamison and so many others who have worked so diligently on the FlexBus Project Concept. This project is a culmination of years of really hard work. It started conceptually in 1994 and this is really the exciting point of the project. It does become more complicated as we move

- forward. The system is technology at its best, and will select the “best fit” vehicle based on location of rider trip start and end points, location of the vehicles, user wait time and time on board user total travel time. The Interface will prompt the user to confirm the trip – the user will accept or decline the trip – the user boards vehicle with boarding pass – the trip is then confirmed in the center scheduling system.
- b. What makes the concept exciting is the dynamically routed point-to-point service, response to user request, fare payment prior to the boarding, stations located at key activity centers, no fixed schedules or fixed routes and small and efficient vehicles. From a practical point, as we move forward, our goals are to create something totally different. The benefits are numerous to the regional transportation network. Transportation solutions can be provided for a good number of people in a geographical area based on density. Once the system is implemented that they cannot get under normal circumstances, such as flexible transportation options within a defined service area. Estimated annual savings is about 80% per passenger. We are attracting a choice rider to regional transit. The project schedule demonstration project began in April 2012 with station locations being finalized this month. The Go-Live or Start-Up Plan date is January 2013. The Go-Live Target Date is November 2013 which is an adjustment period prior to the SunRail Launch date.
  - c. Mr. Healey introduced Andy Nichol and advised that all the pressure is now on Andy. We want this project to be so unusual that everyone will want to ride it. Coordination is critical with the project schedules, the fare payment system integration, the Outreach and Promotions as well as strong attendance at related meetings and events. We are building toward something that has never been done anywhere else.
  - d. Mr. Healey asked for recognition for those individuals who has worked long and hard for many years on this project, i.e., Dick Wells of the City of Maitland, Doug Jamison with LYNX, Sheryl Bower with the City of Longwood, Kelly Brock with the City of Casselberry, Jamie Cocker of the City of Altamonte Springs, Randall Farwell with Nelson/Nygaard, and Andy Nichol and Carol Schweiger with Transystems. This is such a different and exciting concept.
  - e. An attendee posed the question as to what is the cost, who is going to fund it, what happens after the demonstration, etc. Going back to the slide listing the names helping with this project, there are four cities working on this project. Mr. Healey advised that this is all up in the air. We are working with the cities regarding funding. Maintenance and Operation costs need to be reviewed. Until we have more data, we do not know if it is going to work. From a consulting standpoint, we have only asked for a specific area within the geographic area. From a practical side, make sure we have every slide, etc. from everyone that has ever worked on this project.
  - f. An attendee asked if it could be integrated with one application on Google Transit. Chairman Harrison noted that as it stands now, LYNX is doing the study for the demonstration phase and that is funded. Mr. Healy stated that as we move forward, his team would be working the cities and funding partners to get more funding.
13. Feasibility Study for Regional Bike Sharing Program – Gary Huttman and Mighk Wilson (Metroplan Orlando).
- a. Gary Huttman introduced Mighk Wilson to talk about the bike share program. Mighk Wilson advised there is interest in forming a Working Group to look at this issue more thoroughly. Mr. Wilson thought that reThink would be a good working group member. There is a lot of



interest coming from different areas. The potential Working Group members would be from the local areas that have stops along the SunRail route, and beyond that, we are looking at UCF, hospitals, etc. Basically we want to be open who is interested in bike share in the region and figure out if we need to proceed with a full feasibility report. We need to figure out which agency should be the lead agency in moving forward with this. Also, there is a need to look at models for bike share, not just economical models but a variety of models and funding sources.

- b. There is a need to also look at geographic scope and the funding model. Chairman Harrison asked if there would be a meeting scheduled in the near future for this proposed Working Group and whether or not there is a need for a broader feasibility study. Chairman Harrison what Metroplan envisioned for a schedule. Mighk Wilson indicated that they would like to set some type of deadline as to when they would like to proceed or move forward with advertising, etc. The Chairman is anxious to have that first discussion. Mr. Wilson has a lot of feasibility information which may provide a lot of good information which will help determine if we proceed on our own or proceed in another direction. Sheryl Bower suggested contacting local malls or bike shops and getting them involved. Mighk Wilson indicated he felt it was a bit premature.

14. Public Comments:

Joanne Cornelius, an attendee, asked if FlexBus would be in Lake Mary as well. Mr. Healey responded that it possibly would be considered.

15. Review of Next Meeting Date:

The next meeting of TAC is Wednesday, October 3, 2012. The next meeting for the CFCRC meeting is September 12, 2012 immediately following the Metroplan meeting.

16. Adjournment:

Meeting adjourned at 3:10 p.m.