

Central Florida Commuter Rail Commission

MEETING MINUTES

Date: Monday, February 17, 2014
Time: 2:30 p.m.
Location: Greater Orlando Aviation Authority Board Room
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399

- Call to Order – Vice Chairman Teresa Jacobs called the meeting to order at 2:35 p.m.
- Pledge of Allegiance
- Confirmation of Quorum by Tawny Olore, P.E.
 1. Members in attendance were:
 - Commissioner Chairman Frank Attkisson
 - Commissioner Buddy Dyer
 - Vice Chairman Teresa Jacobs
 - Secretary Carlton Henley
 - Commissioner Jason Davis
 2. Members not in attendance
 - All members were in attendance
- Agenda Review – FDOT District 5 Secretary Noranne Downs, P.E.
 1. Secretary Downs provided the Agenda Review
 2. Vice Chairman Jacobs inquired if Secretary Downs was a member of the Board then corrected the confirmation of the quorum with four members present and Chairman Attkisson arriving later in the meeting.

CHAIRMAN'S REPORT

1. Vice Chairman Jacobs deferred the Chairman's Report until Chairman Attkisson arrived.

ACTION ITEMS

1. Adoption of minutes from August 12, 2013 meeting.
2. Motion to adopt the meeting minutes was made by Mayor Dyer and seconded by Commissioner Davis. The meeting minutes were unanimously adopted.
3. Election of Officers
 - a. Mayor Dyer made a motion, in light of Chairman Attkisson's absence, to move the election of officers to the end of the meeting. The motion was amended by Commissioner Davis to move the election of officers to happen when Chairman Attkisson arrived. The motion to the amendment was adopted unanimously.

DISCUSSION ITEMS

1. Phase 1 Project Update – Tawny Olore, P.E.
 - a. Construction Activities – Tawny Olore, P.E.
 - i. DBM – Archer/Western Railworks
 1. Ms. Olore stated the contract for Design, Build, and Maintain is over 97% complete with mostly punch list items remaining. Ms. Olore noted the double tracking, signalization system, and construction of the operations and control center is complete.

ii. Station Finishes

1. Ms. Olore stated the station finishes contractors Archer Western and Welbro are finishing up by Mid-March. A photo presentation was shown of station construction progress.

- DeBary Station – Photo of the January commercial shoot which will begin airing in March, Ticket Vending Machines (TMVs) installed.
- Sanford Station – Photo of pedestrian arms, gate accessing the platform, and signage identifying northbound and southbound.
- Lake Mary Station – Furniture, garbage cans, inter-track fencing have been installed, painting yet to be finished.
- Longwood Station – Photo of canopies and brick work were shown.
- Altamonte Springs Station – Parking lots and landscaping are complete.
- Maitland Station – Painting is yet to be completed on the canopies.
- Winter Park Station – March 3, 2014 is the grand opening of the Amtrak building adjacent to SunRail platforms.
- Florida Hospital Station – Emergency telephone, the passenger assist telephone and planters have been installed, brick work and canopies are completed.
- LYNX Central Station – Photo of the passenger information system. Ms. Olore noted the stamped concrete and that each station is unique.
- Church Street Station – Photo displaying the old Church Street station and the historic nature of the canopy.
- Orlando Health/Amtrak Station – Photo of archway and lighting. Ms. Olore stated the State Historic Preservation Office had to approve the canopy because of the historic nature of the adjacent Amtrak Station.
- Sand Lake Road Station – Construction has been behind but starting to catch up to the other stations. Ms. Olore noted the LYNX bus shelters in the photos.

iii. Locomotives – Motive Power

1. Ms. Olore stated the locomotives are steadily being shipped with four currently on site. All seven are scheduled to be received by mid-March which completes Phase I. Eleven cab cars have been received to date with the 12th cab car in transit. There are currently enough vehicles on site to run service.

iv. Coaches and Cab Cars – Bombardier

1. Ms. Olore stated that Bombardier had taken over operation and maintenance since December 9, 2013. This includes performing emergency call center and system integration testing which should run through mid-April. Herzog has taken over the signal maintenance of way contract.

b. Operations and Maintenance

i. The Operations and Maintenance contracts are now fully staffed.

c. System Integration

a. Ms. Olore stated that system integration is ongoing. A series of tests required by the Federal Railroad Administration (FRA) and Federal Transit Administration (FTA) are being conducted. Contractual obligations

require the first locomotive to run 2,500 miles and 500 miles for each subsequent locomotive. The testing for the trains should be completed for integration testing by the end of February 2014, followed by throttle time for the locomotive engineers and conductors to establish the schedules for publishing.

d. Fare Collection

- i. Ms. Olore stated installation for the TVMs should be completed by early March 2014. Once the TVMs are installed the marketing team follows behind and wraps the machines to prevent damage. The back office for the TVMs is hosted in Tarrytown, New York and testing is underway to ensure the TVM transactions go to the back office and are being registered in New York.

e. Marketing/Business Development/Public Involvement

i. Scorecards

1. Scorecards were discussed and Ms. Olore provided an update on marketing and business development activities taking place to introduce the community to SunRail including:
 - Partnership with the Orlando Magic
 - Safety outreach in the schools
 - Advertising will begin airing commercials the first week of March
 - To date over 7,300 passes have been sold with a goal of over 10,000
 - Tower outreach sold over 147 passes the previous week with over \$4000 in sales
 - Shuttle facilitation is being coordinated with reThink to connect SunRail to areas without a fixed route service

ii. Community Train Tours/Opening Day Ceremonies

1. Community events are scheduled and station celebration tours will take place to commemorate the opening of each station
2. SunRail's grand opening is set for April 30, 2014 with revenue service beginning May 1, 2014. A "Save the Date" will be going out by February 27, 2014

iii. Transit Oriented Development (TOD)

1. A video presentation of the TOD Crescent ground breaking at the LYNX Central Station was shown; Ms. Olore noted the conductors and engineers in the video.

f. Safety and Security

- i. Ms. Olore gave an update on safety outreach and stated the issue of trespassing is being addressed through coordination with local first responders and fencing installed along the corridor. Ms. Olore offered a thank you to Commissioner Henley regarding Alan Harris at the Seminole County Emergency Operations Center for hosting an emergency responder Table Top drill on February 25.
- ii. Training for first responders will continue until service is operational.
- iii. Ms. Olore stated that Tie the safety puppet has been to Lake Mary Elementary School teaching young children safety around the railroad tracks.

2. Phase 2 Activities – Tawny Olore, P.E.
 - a. Ms. Olore provided an update on Phase 2 South. Ms. Olore stated FDOT is currently awaiting the release of the President’s budget on March 4, 2014 to determine if Phase 2 South is included. The design and right of way acquisition is moving forward with one parcel outstanding. Ms. Olore stated that if it is included in the President’s budget the Full Funded Grant Agreement (FFGA) should be received by the summer of 2014 with Phase 2 South construction beginning by the end of 2014.
 - b. Ms. Olore provided an update of Phase 2 North. On December 26, 2013, the FTA approved Phase 2 North into project development, officially putting it into the federal pipeline for additional funding. Preliminary engineering is being done to expedite the process and will move into getting a small starts grant to move the process along quickly.
 - c. Mayor Jacobs inquired about the anticipated opening day for Phase 2 South if it was included in the President’s budget. Ms. Olore responded that, if included in the budget, opening day would be at the end of 2016 or early 2017.
3. Technical Advisory Committee (TAC) Update – Jim Harrison
 - a. Mr. Harrison stated the TAC had met four times since the last CFCRC meeting. The meetings consisted of interim versions of the presentations shown to the CFCRC in more detail of the project. Discussions included updates on construction, marketing, outreach plans and presentations of the fare policy and SunRail bus feeder plan.
4. SunRail Fare Policy and Service and Fare Equity Analysis Presentation – John Mason, HDR
 - a. Ms. Olore stated the following presentation of the Fare Policy and Fair Equity Analysis by Mr. John Mason is a mandatory presentation through the FTA.
 - b. Mr. Mason gave an overview of the current SunRail fare policy and a brief presentation on the Service and Fare Equity Analysis conducted for the project. Mr. Mason also discussed the Proposed Major Service Change and Service/Fare Equity Policy and Title VI.
 - c. Mayor Dyer requested to defer questions regarding Mr. Mason’s presentation so that the commission could proceed to the election of officers. Mayor Dyer noted the arrival of Chairman Attkisson. Mayor Dyer also stated that he would be leaving the meeting early.
5. Election of Officers – CFCRC Chairman Frank Attkisson
 - a. Chairman Attkisson opened the board nominations for Chairman, Vice Chairman, and Secretary for the CFCRC.
 - b. Mayor Dyer nominated Mayor Jacobs for Chairman, seconded by Commissioner Henley. The motion passed unanimously.
 - c. Mayor Dyer nominated Commissioner Henley for Vice Chairman, Commissioner Davis seconded and the motion passed unanimously.
 - d. Mayor Jacobs nominated Mayor Dyer for Secretary, Commissioner Henley seconded and the motion passed unanimously.
 - e. Commissioner Attkisson offered congratulations to Mayor Jacobs as the Chair, Commissioner Henley as Vice Chair and Mayor Dyer as the Secretary for the CFCRC, then dismissed Secretary Dyer from the remainder of the meeting.
 - f. Mayor Jacobs turned the meeting back over to Mr. Mason to continue with the overview of the current SunRail fare policy.

6. Proposed Major Service Change and Service/Fare Equity Policy Presentation – John Mason, HDR
 - a. Commissioner Attkisson stated he wanted to make a statement in a public meeting regarding the burden and impact portion of the presentation. Commissioner Attkisson addressed the concerns of the Spanish speaking populations and the necessity of a true bilingual system to be available to meet the needs in the community.
 - b. Mayor Jacobs made a comment to Mr. Mason in Spanish as a demonstration and noted that she has heard from her constituents as well and is requesting all material and signage be produced in both English and Spanish. She also asked that use of uniform pictorial signs as much as possible is important.
 - c. Ms. Olore stated that the SunRail website and announcements at the stations will be in Spanish and English, international signs for rules of conduct will be in place at the kiosks at all stations, and announcements in vehicles to be in Spanish and English is being coordinated with Bombardier. Ms. Olore also stated the TVMs would also be in Spanish and English.

7. SunRail Connectivity Presentation – John Mason, HDR
 - a. Ms. Olore stated that the following presentations were being made as a result of a request from Chairman Jacobs in a letter to Commissioner Attkisson.
 - b. Chairman Jacobs deferred the feeder bus presentation to a subsequent meeting.

8. CarShare Presentation – Courtney Miller, reThink Your Commute
 - a. Ms. Olore handed the meeting over to Courtney Miller with reThink Your Commute.
 - b. Ms. Miller provided an overview of the Carshare car rental program.
 - c. Commissioner Henley asked about the possibility of a bike share program.
 - d. Ms. Miller responded that the city of Orlando will be launching a bike share program later in 2014. Ms. Olore stated that the city of Winter Park would be participating in a bike share program also.

9. Bike and Pedestrian Connectivity Study Presentation – Deborah Tyrone, FDOT
 - a. Ms. Olore turned the meeting over to Ms. Tyrone for an overview of the Bike and Pedestrian Connectivity Study.
 - b. Ms. Tyrone provided an overview of the Bike and Pedestrian Connectivity Study.
 - c. Mayor Jacobs asked about the proximity of the study and when it would be available to the commission.
 - d. Mayor Jacobs requested an update at a future meeting including a report from each jurisdiction addressing the issues.
 - e. Secretary Downs suggested the report include estimates on costs.
 - f. Ms. Olore stated another meeting will be scheduled prior to revenue service to go over the Fare Equity Analysis results.
 - g. Mayor Jacobs stated she appreciated the presentation on the Bike and Connectivity Study.

CHAIRMAN’S REPORT

1. Commissioner Attkisson had no comments for the Chairman’s Report.

BOARD MEMBER COMMENTS

1. Commissioner Davis inquired about advertising dollars for Volusia County and wanted to know when people can begin seeing advertising in the newspapers, radio stations and online. Commissioner Davis stated there is a potential of 490,000 riders that would use the train.
2. Secretary Downs responded that a meeting has been scheduled in March to discuss advertising in Volusia County with Commissioner Davis. Secretary Downs also stated that Mark Calvert was present if Commissioner Davis wished to discuss.

3. Ms. Olore commented to Commissioner Davis that a meeting with his staff had taken place regarding the number of impressions Volusia County residents are receiving and referenced the marketing push in March. Ms. Olore stated the funding is all state dollars and being expended as regional marketing for all counties. Ms. Olore also mentioned a SunRail billboard placed in Longwood.
4. Commissioner Davis invited Secretary Downs, Ms. Olore and Mr. Calvert to sit down with Volusia County to further discuss the topic.
5. Commissioner Attkisson commented that Tupperware will be getting the naming rights for the Osceola Parkway station, and that they are also working on renaming the Poinciana station the Gatorade station.

PUBLIC COMMENTS

1. Mr. David Bottomley shared documents with the CFCRC and discussed the desire to change the current disability criteria from Access LYNX to match that of the Amtrak guidelines.
2. Chairman Jacobs inquired if there was a Disabled Advisory Committee and asked Secretary Downs and Ms. Olore to look into Mr. Bottomley's request.
3. Ms. Olore commented that in accordance with interlocal agreements, a Customer Advisory Board will also be in place to address customer service related issues or suggestions.
4. Chairman Jacobs stated that it is very important that the Customer Advisory Board represents all demographics and is user-friendly to everyone.

NEXT MEETING

1. Review of next meeting date
 - a. The next meeting of the CFCRC will occur prior to the start of revenue service on April 11, 2014.

ADJOURNMENT

1. The meeting was adjourned at 3:34 p.m.