

Central Florida Commuter Rail Commission
Technical Advisory Committee

Meeting Minutes

Date: Wednesday, February 5, 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, Tiffany Homler, called the meeting to order at 1:34 p.m.
- Pledge of Allegiance
 1. Confirmation of Quorum
 2. Ms. Homler noted new TAC members
 - Rick Lemke, City of Maitland
 3. Members in Attendance
 - Tawny Olore, Florida Department of Transportation
 - Tiffany Homler, Osceola County
 - Dale Arrington for Michael Pleus, DeLand
 - Brett Blackadar, Seminole County
 - John Omana, Lake Mary
 - Rick Lemke, Maitland
 - Don Marcotte, Winter Park
 - Carla Bell Johnson for Jim Harrison, Orange County
 - Claudia Korobkoff for FJ Flynn, City of Orlando
 - James Arsenault, Kissimmee
 - Steve Sherrer, Voltran
 - Lois Bollenback, Volusia TPO
 - John Angiulli, Volusia County
 4. Members Not in Attendance were:
 - Gary Huttman, Metroplan Orlando
 - Stuart Boggs, LYNX
 - Sheryl Bower, Longwood
 - John Sember, Altamonte Springs
 - Russell Gibson, Sanford Rick Dwyer, DeBary
- Agenda Review – Tawny Olore, P.E.
 - Ms. Olore provided the Agenda Review.
 - Ms. Olore introduced Tom Fortune, Superintendent of Transportation, CFRC Operations Department.

ACTION ITEMS

1. Adoption of minutes from Wednesday, January 8, 2014.
 - a. Motion to adopt meeting minutes was made by Lois Bollenback and seconded by Don Marcotte. The meeting minutes were adopted unanimously.

DISCUSSION ITEMS

2. Chairman's Report – Tiffany Homler
 - a. Ms. Homler stated the Central Florida Commuter Rail Commission meeting was rescheduled to Monday, February 17, 2014 at MetroPlan Orlando.
3. Project Updates – Tawny Olore, P.E.
 - a. Ms. Olore turned the meeting over to Amy Scales, P.E. to present a project update for station construction.
4. Construction Updates – Amy Scales, P.E.
 - a. Ms. Scales stated work was continuing throughout the corridor and that the Design, Build and Maintain contractors are finishing up raceways to facilitate getting the platforms and station construction finished. Ms. Scales noted the progress that has been made and the amenities on the stations.
 - b. A photo presentation was shown as Ms. Scales gave an overview of each station:
 - i. Station Finishes
 - o DeBary Station – TVMs are covered for protective purposes. Ms. Olore commented that one of the photos taken at the DeBary Station was during the commercial shoot with actors on the platform.
 - o Sanford Station – Crossings are being repaired and signage identifying northbound and southbound trains is up. Sidewalk connection to the gate yet to be completed.
 - o Lake Mary Station – Amenities are being installed. Inter – track fencing is in place between the two tracks. TVMs are wrapped to prevent damage.
 - o Longwood Station – Showed photo of station progressing.
 - o Altamonte Springs – Showed photo of station progressing.
 - o Maitland Station – Bricks are and being painted, installation of signage and cameras is taking place.
 - o Winter Park Station – March 3, 2014 is the grand opening of Amtrak station building.
 - a. Mr. Marcotte invited everyone to attend the grand opening.
 - b. Ms. Olore stated the train would be at the opening.
 - o Florida Hospital – Planters, lighting, benches and the emergency and passenger assist telephones have been installed.
 - o LYNX Station – Yellow tactile strips for the visually impaired is in place and the TVMs are being installed.
 - o Church Street Station – Showed photo of station progressing.
 - o Orlando Health/Amtrak Station – Photo displaying pillars on the platform.
 - a. Ms. Olore noted the lighting.
 - o Sand Lake Road Station – LYNX bus shelters installed.
 - a. Ms. Olore noted the curved canopies on the platforms and green paint on LYNX bus shelters.
 - b. Carla Bell-Johnson commented that she liked the green paint.
 - ii. Ms. Homler noted the photo at the Florida Hospital Station and inquired about where the emergency telephones and passenger assistance telephones on the platforms dialed into.
 - iii. Ms. Scales responded the emergency calls go directly to 911, and the passenger assistance goes to the Customer Service Call desk. She stated there is one on each platform to prevent people from walking across the tracks to make an emergency phone call.

- iv. Lois Bollenback inquired about the DeBary Station and the use of the platforms.
 - v. Ms. Scales responded that only the east platform will be used and the western platform will be obstructed to prevent anyone from using until it is fully operational.
 - vi. Ms. Bollenback inquired about the TVMs and signage on the west platforms.
 - vii. Ms. Scales responded the TVMs will stay and the matter of signage is being addressed. The intent was to have all amenities in place, then address outstanding issues.
5. Locomotive Update – Tawny Olore, P.E.
- a. Ms. Olore provided an update on the locomotives. Four locomotives are currently in place, five are needed to run service. The fifth locomotive is scheduled to be shipped on February 17, with the remaining locomotives scheduled through March 2014. Twelve passenger cab cars have been received, and the manufacturer is now on schedule to begin shipping the coaches. Ms. Olore noted that there are now enough passenger cars on site to run service. Installation of Wi-Fi begins on February 6, 2014, on one passenger cab car and will be tested before installation on the remaining cab cars.
 - b. Ms. Olore provided an update on operations and maintenance. Bombardier is running the trains daily, qualifying the crews, running system integration testing, training individuals and maintaining the right of way. Staffing for Herzog signal maintenance of way is in place. Operations and maintenance is staffed. Training, qualifying and running pre-revenue service is progressing.
 - c. Ms. Olore provided an update on system integration. Ms. Olore stated there are a total of sixteen system integration tests that have to be run. The last one that involves vehicles will be finished the week of February 10, 2014. Locomotives are continuing to fulfill contractual requirements for mileage.
 - d. Ms. Olore provided an update on fare collection. TVMs are currently in the demo phase and have software and screen flows installed. Ms. Olore noted Ms. Cheryl Stone had the opportunity to see the use the TVM.
 - e. Ms. Stone commented on using and testing the machines.
 - f. Ms. Olore stated the software is currently being tested and possibly at the March TAC meeting there will be the opportunity to show screen flows.
 - g. Ms. Bollenback asked if the TVMs will be up when the community celebrations begin.
 - h. Ms. Olore responded that it is dependent on when the celebrations are scheduled. The testing will continue through March. Installation in all stations should be complete in three weeks.
 - i. Ms. Olore stated that staff had to be trained in the back office and the TVMSs due to coordinating customer service and marketing.
6. Public Involvement, Marketing and Business Development Update – Tawny Olore, P.E.
- a. Ms. Olore provided comments regarding the December and January scorecards distributed at the meeting. Ms. Olore stated the scorecards reflected the status of activities of the public involvement, marketing and business development team.
 - b. Ms. Olore stated as of February 5 Marketing has sold 6,500 Suncards on the way to 10,000. Sales range from monthly passes to stored value.
 - c. Ms. Olore noted progress made in transit-oriented development and stated the Crescent Properties ground breaking ceremonies for their apartment buildings and commercial buildings is scheduled for Thursday February 6, 2014 at the LYNX station. The train will be there from 4:00 p.m. – 6:00 p.m. Ms. Olore noted the development moved forward due to SunRail.
 - d. Ms. Olore stated the score cards are completed monthly and would continue to be updated and distributed.

- e. Ms. Olore noted that ticket sales in downtown Orlando business towers will begin on February 10, 2014. A program is in place so that when someone purchases a one-way or round trip pass they receive a free round trip ticket courtesy of ACS Xerox. Ms. Olore presented the LUM cards (limited use media), which will be given out when a ticket is purchased. There will be 1000 available in the towers on a first come, first serve basis. Ms. Olore stated that copies of the schedule are available and that she would have the LUM cards available to view.
 - f. Ms. Olore provided an overview of the upcoming events.
 - o Ms. Olore noted the stations celebrations that have been scheduled.
 - o Ms. Olore stated Sand Lake Rd. and Orlando Health had to confirm right away before the scheduled is closed off.
 - o Ms. Gurnee commented that Florida Hospital confirmed their opening date.
 - o Mr. Steve Sherrer inquired about the media coverage for the Winter Park Art's Festival on March 22-23, 2014 and if there would be service along the length of the corridor.
 - o Ms. Olore stated the event cannot be confirmed as testing and certification is still being completed. Ms. Olore also stated it was not the intent to provide service along the entire corridor.
 - o Ms. Olore provided information on Safety Outreach. Ms. Olore stated the focus is working with local law enforcement on the high trespass locations.
 - o Ms. Olore noted safety outreach in the schools. Ms. Gurnee commented that Tie would be at two schools.
7. Safety and Security Update – Tawny Olore, P.E.
- a. Ms. Olore provided a safety and security update. She stated training was ongoing, a table tops drill was completed with local law enforcement. On February 25, 2014 at the Seminole County Emergency Operations Center there are 81 people confirmed for a drill. On March 28, 2014 firefighters will be invited to participate in on-site training at the Operations and Control Center. There are also table top drills with first responders and training on vehicles.
8. Phase II South – Tawny Olore, P.E.
- a. Ms. Olore provided a status update on the Phase II activities. U.S. Secretary Foxx attended a meeting at MetroPlan but he was unable to comment on the President's budget, but was attentive to the comments from the community. The President's budget will be released on March 4, 2014.
 - b. Ms. Olore stated Project Development is moving forward on Phase II North with the engineering.
 - c. Ms. Olore stated the #1 priority for resources is to ensure that SunRail is up and running for the grand opening April 30, 2014 and the start of revenue service May 1, 2014. Ms. Olore thanked the TAC members in advance for understanding if they did not receive immediate responses to requests.
 - d. Ms. Olore stated the John Mason from HDR was present to give an overview on the current SunRail Fare Policy and Fair Equity Analysis. Ms. Olore stated the presentations were in accordance with FTA regulations and were required to be presented at a public meeting prior to the start of revenue operations.
 - e. Ms. Olore noted the presentations would also take place at the Central Florida Commuter Rail Commission meeting per the FTA regulations.
 - f. Ms. Homler asked for questions on the Project Update.
 - a. Mr. Marcotte inquired about signals and arm crossings.
 - g. Ms. Scales responded that all were complete with the exception of Florida Hospital.
 - h. Mr. Marcotte stated Ms. Leslie O'Shaughnessy from Congressman John Mica's office was present.

PRESENTATIONS

- a. Ms. Olore turned the meeting over to Mr. John Mason to give overviews on the current SunRail Fare Policy and Fair Equity Analysis.

COMMITTEE COMMENTS

9. Fare Policy Presentation

- a. Ms. Homler inquired about transfers.
- b. Ms. Bell-Johnson asked if the feeder buses that do not go into the station qualified for free transfers.
- c. Dale Arrington asked for clarification on zonal pricing fares.
- d. Ms. Bell Johnson inquired as to what process was in place for senior citizens and disabled individuals to obtain appropriate fares.
- e. Mr. Steve Shererr inquired about youth fares.

10. Service and Fair Equity Analysis

- a. Andrea Ostrodka commented on the bus feeder plan.
- b. Ms. Bell-Johnson inquired about a communication plan to reach out to new users in the community who do not have a LYNX ID.
- c. Ms. Gurnee stated there has been coordination with TDLCB meetings and presentations.
- d. Ms. Olore stated there will be ambassadors on every platform and extra staff on the trains to help with questions.
- e. Courtney Miller asked for clarification of zonal fares.
- f. Ms. Homler commented about having information available.
- g. Ms. Olore stated information would also be available in kiosks and brochures.
- h. Gabriella Serrado inquired about ADA brochures. Ms. Olore said that ADA brochures have been published and distributed.
- i. Ms. Stone stated that LYNX will be doing additional training for ADA.
- j. Ms. Gurnee stated that SunRail has educational videos to help with explaining how to use SunRail.
- k. Ms. Olore stated training for ADA/disabled populations and training for conductors on the boarding process is yet to be scheduled. Ms. Olore stated that videos are in production and pre-revenue runs are underway.
- l. Ms. Olore asked Andrea Ostrodka to explain the feeder bus changes taking place on April 13, 2014.

PUBLIC COMMENTS

- a. Joanne Counelis asked about the Tower promotions free pass.
- b. Ms. Roxanne Delaguax inquired about the quiet zones, as the train was too disruptive where she lives.
- c. Ms. Olore stated it was the responsibility of the local governments, and referenced the study being currently conducted by MetroPlan.
- d. Ms. Delaguax inquired as to whether it was possible for one county to have a quiet zone and another not.
- e. Ms. Olore confirmed that it is possible and provided an explanation on the train horns and noise monitoring activities.

NEXT MEETING

There were no comments regarding the next scheduled TAC meeting.

ADJOURNMENT

Meeting adjourned at 2:42 p.m.