

Central Florida Commuter Rail Commission
Technical Advisory Committee

Meeting Minutes

Date: Wednesday, January 8, 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 1:33 p.m.
- Pledge of Allegiance
 1. Confirmation of Quorum
 2. Members in Attendance
 - Tawny Olore, Florida Department of Transportation
 - Tiffany Homler, Osceola County
 - Claudia Korobkoff, City of Orlando (for FJ Flynn)
 - John Angiulli, County of Volusia
 - Brett Blackadar, Seminole County
 - John Omana, City of Lake Mary
 - John Sember, City of Altamonte Springs
 - Jim Harrison, Orange County
 - Charlie Wallace, City of Maitland
 - Don Marcotte, City of Winter Park
 - James Arsenault, City of Kissimmee
 - Stuart Boggs, LYNX
 - Steve Sherrer, VOTRAN
 - Gary Huttman, MetroPlan Orlando
 - Lois Bollenback, Volusia TPO
 - Dale Arrington, City of DeLand (for Michael Pleus)
 - Sheryl L. Bower, City of Longwood (for Jon Williams)
 3. Members Not in Attendance were:
 - Russell Gibson, City of Sanford
 - Rebecca Hammock, City of DeBary
 4. Ms. Homler announced that Charlie Williams is retiring and wished him well.
- Agenda Review – Tawny Olore, P.E.
 - Ms. Olore provided the Agenda Review.

ACTION ITEMS

1. Adoption of Minutes from Wednesday November 6, 2013
 - a. Ms. Bower requested that the meeting minutes be amended to reflect her attendance. Ms. Homler requested correction on the spelling of her last name. Motion to adopt meeting minutes with corrections was made by Gary Huttman and seconded by Lois Bollenback. The meeting minutes with corrections were adopted unanimously.

DISCUSSION ITEMS

2. Chairman's Report – Tiffany Homler
 - a. Ms. Homler stated the Central Florida Commuter Rail Commission meeting date referenced on the Agenda should be February 6, 2014, and will be held at the MetroPlan offices at 1:00 p.m.
 - b. Ms. Homler discussed with the board deferring the elections of the Technical Advisory Committee officers until after the CRCRC had chosen their chairman at their February 6, 2014 meeting. Mr. Jim Harrison commented the delay in voting was appropriate. There were no other comments from the Committee. Ms. Homler stated the elections will be scheduled for the March 2014 TAC meeting and confirmed the February 5, TAC meeting and the February 6, CFRC 2014 meeting dates.

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 that as of December 9, 2013 the Design, Build and Maintain (DBM) contractor turned over maintenance to Bombardier the Operations and Maintenance contractor and are no longer maintaining the corridor, but will continue to complete final items and are currently 97% complete. They are assisting with testing the systems for the new trains but noted construction from the DBM contractor is essentially complete.
 - b. A photo presentation was shown as Ms. Scales gave an overview of each station:
 - i. Station Finishes
 - o Ms. Scales reported the seven Archer Western platforms are approximately 85 % complete.
 - o The Welbro platforms are at 75% completion.
 - o The Archer Western and Welbro projects are expected to be completed by the end of February and everything will be available for continued testing and integration.
 - o Amenities, landscaping, signage, bus benches and trash cans are being installed at each station.
 - o DeBary Station - Ticket Vending Machines (TVM) have been installed. TVMs will be installed as construction is completed on the station platforms.
 - o Sanford Station - Signage is up.
 - o Lake Mary Station – Revisions are being completed.
 - o Longwood Station - Brick wall has been installed.
 - o Altamonte Springs Station – Landscaping has been replaced.
 - o Winter Park Station – The city's new Amtrak building is nearing completion.
 - c. Ms. Olore asked Mr. Marcotte for comments regarding the new building. Mr. Marcotte stated the building will be substantially complete by the end of January with remaining punch list items completed in February and the grand opening on March 3, 2014.
 - o Florida Hospital Station – Work is progressing.
 - o LYNX Station – The dynamic message boards, speaker boards and security cameras have been installed. Inter-track fencing features are in place.
 - o Church Street Station – A photo was shown of the northbound platform.
 - o Orlando Health Station – Work is progressing.
 - o Sand Lake Station – Restructured platform.

- d. Mr. Blackadar inquired as to the expectation of walkthroughs for the stations and clarification of the punch list period.
 - e. Ms. Scales responded the walkthroughs will begin in February, and stated she had Mr. Blackadar's list of individuals to include.
5. Locomotive Update – Tawny Olore, P.E.
- a. Ms. Olore provided an update on the locomotives. Vehicles are currently being tested. Remaining locomotives are scheduled to be shipped by March 2014. All cabs cars are coming in and nine are currently on the property, on schedule. All 20 passenger car will be received by March 2014.
 - b. Mr. Doug Stencil, P.E., provided an update on Bombardier operations and maintenance activities. The team has taken over dispatch and track maintenance. Training, testing, integration, and utilizing the equipment are in progress and going well. Bombardier is in the process of conducting several training classes with their mechanical employees on the technical aspects of the locomotives and their parts and training locomotive engineers. Bombardier is moving into the CSX Train the Trainer class, has adopted the new CSX rulebook and will be trained on those rules.
 - c. Mr. Stencil reported the equipment is operating at authorized speeds and brake testing is complete. Mr. Stencil noted there is still testing to complete but it is moving at a good pace and is on track.
 - d. Ms. Olore stated that the Joint Venture (Archer Western/Rail Works) took over maintenance of the corridor on November 3, 2011 and that all responsibilities have shifted over to the Operations and Maintenance contractor Bombardier and Herzog, the signal contractor. Ms. Olore noted the transition is taking place as construction is being completed and as the project moves toward operations.
 - e. Ms. Olore provided an explanation of system integration. One of the big tests that were passed was the safe braking distance test, which allows SunRail trains to operate at posted speed on the corridor. Testing is expected to go through March 2014. Ms. Olore emphasized testing of the emergency equipment, warning signs, the train's right of way, ride quality for passengers and visibility tests for conductors and engineers. Once the FRA and FTA mandated testing is completed, then demonstration services begin followed by operations. Travel times from each station must also be completed in order to publish the time table.
 - f. Ms. Olore provided an update on fare collection. Testing of the fare collection system and the ticket vending machine Back Office operation is also being completed and will continue through March 2014.
 - g. Ms. Olore stated there has been a news release to inform the public regarding the testing, as well.
 - h. Mr. Sherrer inquired about the timetable for coordination with the feeder bus routes.
 - i. Ms. Olore responded she would provide Mr. Sherrer with the draft timetables that were also sent to LYNX and if necessary would set up a meeting with Mr. Sherrer and the Operations staff.
 - j. Ms. Olore stated a trip will be scheduled with the TAC in March 2014 to ride SunRail once testing and safety certification is completed. Ms. Olore stated she wanted the TAC to see the backside of the cities as committee members may want to talk to property owners to address issues.
 - k. Ms. Olore provided an update on the TVMs. The TVM in the Urban Office will have the screen flows installed today and testing will take place through the end of January. A demonstration of the screen flows will be arranged for the TAC in February 2014. Ms. Olore stated TVM installations at all the remaining stations will begin by February. The TVMs will be installed for 2 weeks, tested for 2 weeks and live in the March 2014 time frame.
6. Public Involvement, Marketing and Business Development Update – Tawny Olore, P.E.

- a. Ms. Olore provided summaries of the November and December scorecards distributed at the meeting.
 - i. Safety Outreach - Identifies how many people and how many schools the safety team has reached and the next steps.
 - ii. Advertising Sales - The sales overview has projected \$123,000 for on-board committed partners for advertising on the train and online.
 - iii. Institutional Pass Sales - Over 2100 institutional passes have been sold with a goal of 10,000. The City of Orlando has committed to subsidizing 50% of the cost of monthly passes and Florida Hospital, 25% of the cost of monthly passes. Outreach begins in 15 downtown towers on February 10, 2014 during the morning and lunch hours.
 - iv. SunRail Marketing - The new billboards “Service is right around the corner” are in place. SunRail will also be airing television commercials. A commercial shoot is currently taking place at the DeBary Station today. SunRail can also be seen in print, at the Orlando Magic games and in online advertising and will become more visible in the community as operation begins.
 - v. Shuttle Facilitation - Seminole County is offering to shuttle their employees from the Administration Building to the Sanford Station. The plan now has to go before their commission for approval. There is ongoing work with big businesses such as the Maitland Center, Lake Mary/Heathrow, and Sand Lake Road to facilitate shuttle services for their employees.
 - vi. TOD Metrics – Preparing for ground breaking presentation at the new Crescent Community TOD project in March 2014.
 - vii. Public Involvement – Ms. Olore stated that the public involvement team continues to be out in the community attending events, making presentations and keeping the public informed about the start of SunRail service.
 - b. Ms. Olore stated the scorecards will continue to be updated and the information presented.
 - i. Lois Bollenback inquired if dates were being scheduled for ribbon cutting ceremonies at the stations. Ms. Olore responded yes, the grand opening is being planned, it will take place in the latter part of April and involve every station. For community celebrations the city/community should take the lead. Ms. Olore stated that if there is an interest in having a train at a station for a community celebration to contact Ms. Marianne Gurnee or Ms. Olore for assistance. Due to the ongoing testing, community celebrations are projected to take place the latter part of March first part of April 2014.
 - c. Ms. Olore stated the TV commercial being shot at the DeBary station today would be airing in February or March 2014.
7. Safety and Security Update – Tawny Olore, P.E.
- a. Ms. Olore provided a safety and security update. She stated when riding SunRail the train last week, three people and two cars were almost hit during the ride. She witnessed people walking on the tracks while talking on their cell phones. Trespass enforcement is being planned. Local law enforcement has been contacted and other safety measures are being considered. Future efforts need to get out the message that SunRail is running. Ms. Gurnee stated that she Longwood, Lake Mary and Winter Park in particular had high incidents of trespassers, and that the safety outreach team would be in contact with law enforcement in those communities.
 - b. Ms. Olore stated that the first responder video instructing on equipment and how to evacuate the equipment on board trains is now available. The video has been sent to all first responders and training will be conducted. All TAC jurisdictions will be involved in training on how to get people on and off the train in the event of an incident. Bombardier is working on that training.

8. Phase II South – Tawny Olore, P.E.
 - a. Ms. Olore provided a status update on the Phase II station design plans. The internal review of station design plans is being completed and 12 out of 14 right of way parcels have been acquired. The project scope schedule review will be completed by the end of February time frame. Ms. Olore asked Ms. Homler if she could provide an update on the November 13, 2013 trip to Washington D.C. Ms. Homler referenced a meeting with the FTA, and they were still recovering from the government shut down. The meeting with White House staff was positive. The congressional delegation has sent a letter to the FTA urging support and to put Phase II into the President’s budget. Ms. Homler asked Ms. Olore if she was aware of any further conversations regarding the letter of no prejudice and Ms. Olore replied that FDOT was still waiting to be notified. Ms. Homler acknowledged the response would be in the February/March time frame.

9. Phase II North – Tawny Olore, P.E.
 - a. Ms. Olore provided an update on Phase II North. On December 26, 2013, project development for Phase II North was approved by the Federal Transit Administration. This allows for pre-award authority in regards to all design efforts and any monies spent will be reimbursed by the federal government on the 50/25/25 basis. Ms. Olore noted that this was a great step forward for Phase II North and that every milestone is important. The next step for Phase II preliminary engineering is to get into design. The application will be made in by the fall of 2014. Ms. Olore explained the application process.

PRESENTATION

10. Ms. Olore turned the meeting over to Mr. John Mason from HDR, to present the SunRail Feeder Bus Operations and Funding Overview.

COMMITTEE COMMENTS

1. Ms. Bower stated that her team was talking to private providers to pay for a circulator service in the industrial area (of Longwood) and should know by the next meeting if they will be going forward. Ms. Olore asked if they needed help in regards of options for a circulator and mentioned ReThink and to contact her for assistance if needed.

PUBLIC COMMENTS

Joanne Counellis asked about weekend service on the #45 and #434 bus routes. Mr. Boggs responded LYNX will maintain current operations and increase service on the week days during SunRail peak hours. Service will not be increasing on weekends.

NEXT MEETING

The next TAC meeting is scheduled for February 5, 2014.

ADJOURNMENT

Meeting adjourned at 2:43 p.m.