

DRAFT

**Central Florida Commuter Rail Commission
Technical Advisory Committee**

Meeting Minutes

Date: Wednesday, April 1, 2015
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, Claudia Korobkoff, called the meeting to order at 1:34 p.m.
- Pledge of Allegiance
 1. Confirmation of Quorum
 2. Members in attendance:
 - Tawny Olore, FDOT
 - Brett Blackadar, Seminole County
 - Jordan Smith, City of Sanford
 - John Omana, City of Lake Mary
 - Jon Williams, City of Longwood
 - Lois Bollenback, River to Sea TPO
 - John Sember, City of Altamonte Springs
 - Noel Cooper for Rick Lemke, City of Maitland
 - Don Marcotte, City of Winter Park
 - Claudia Korobkoff, City of Orlando
 - Mary Moskowitz, Osceola County
 - Randy Schrader for James Arsenault, City of Kissimmee
 - Andrea Ostrodka, LYNX
 - Gary Huttman, MetroPlan Orlando
 - Steve Sherrer, VOTRAN
 3. Members not in attendance:
 - Rick Dwyer, City of DeBary
 - Michael Pleus, City of DeLand
 - John Angiulli, Volusia County
 - Jim Harrison, Orange County
- Agenda Review – Tawny Olore, P.E.
 - Ms. Olore provided the Agenda Review.

ACTION ITEMS

- 1. Adoption of minutes from February 4, 2015.
 - a. A motion to adopt the meeting minutes was made by Brett Blackadar and seconded by Jordan Smith. The meeting minutes were adopted unanimously.

DISCUSSION ITEMS

1. Chairman's Report – Claudia Korobkoff, City of Orlando
 - a. Chairman Korobkoff discussed the last meeting of the Central Florida Commuter Rail Commission held on February 4, 2015 at the FDOT Urban Office. Ms. Korobkoff stated that the first meeting of the Customer Service Committee would be held on April 3, 2015 at the LYNX Central Station. Ms. Korobkoff explained the updates regarding the one -year Anniversary plans and celebration.

DISCUSSION ITEMS

2. Project Update
 - a. Operations
 - i. Ridership
 - Ms. Olore discussed the free service events in March and the success that the program experienced.
 - Ms. Olore detailed the March 2015 ridership numbers for the weekend service and the destination stations.
 - Ms. Olore discussed what metrics from the ridership are being tracked on a daily basis and the rise in ridership due to the I4 construction project.
 - Ms. Olore explained that SunRail's ability to provide weekend service is limited due to personnel requirements as the project has to comply with all crew service hour limits for crews and the importance on having a stand by crew as needed.
 - Ms. Olore noted that the ADA and bicycle usage on the train is staying consistent, and provided details in the presentation.
 - ii. On-Time Performance
 - Ms. Olore stated that in terms of on-time performance, the project is trending at 98% for March 2015. Ms. Olore stated that the ADA and bicycle boarding are also trending up as expected.
 - iii. Technology
 - Ticket Vending Machines: Ms. Olore stated that the machines are improving and that the major upgrades are scheduled to be implemented over the next few months. Mr. Olore explained that each month the machines have a scheduled software update that is improving performance and that customer service calls related to the TVMs are now down to only a few.
 - iv. Safety/Incidents Report
 - Ms. Olore stated that outreach personal continue to educate the public in terms of railroad safety in Phase 2, including youth outreach at schools and other community organizations.
 - Ms. Olore discussed the parade permitting process and gave all partners the link to the parade permitting forms. Ms. Olore explained that all community partners should be using the parade permitting process if the route crosses CFRC tracks, and to alert SunRail personnel of any potential safety issues around the corridor.

- Ms. Olore explained that Maitland Police Department will start increased enforcement of grade crossing infractions in and around the city's SunRail Station and follow-up on a regular basis.
- Doug Stencil, Director of SunRail Operations explained that the project is doing well in terms of safety incidents and provided a high-level overview of incidents on the corridor.

v. Feeder Bus Service – Andrea Ostrodka, LYNX

- Ms. Ostrodka explained the transfer activity coming from the ridership from SunRail to LYNX and that LYNX is working closely with FDOT to make the connections smooth and on time for all riders. Ms. Ostrodka explained that LYNX has been receiving feedback for many of its riders and as a result will roll out some service changes on April 19, 2015. She stated that LYMMO downtown bus circular will start expanded service later this month. She said the stations with the largest ridership numbers are Sanford, Sand Lake Road, Florida Hospital, and Winter Park.
- Steve Sherrer, Votran General Manager, explained the SunRail connectivity details and the February 2015 Votran ridership increase at the existing Volusia County SunRail Station in DeBary. Mr. Sherrer explained that the DeBary station is seeing a lot of traffic and use of the parking lot.

vi. Concessions

- Ms. Olore explained the current process for concessions inquiries. Ms. Olore explained that individuals inquiring about the ability to sell at the stations are referred to the local funding partners responsible for the station in question.
- Ms. Olore explained that the committee may want to revisit the issue in order to generate revenue.
- Vice-Chairman Blackadar explained that a local workgroup took up the issue during Phase 1 construction and determined that allowing concessions including food trucks would not garner enough benefit to justify the increased maintenance and cleaning costs associated.
- Ms. Olore stated that she would be visiting the SEPTA system in Philadelphia, PA and would do some research into their concessions policy and bring the information back to the group for further discussion.

b. Marketing/Business Development/Public Involvement

i. One-Year Anniversary celebration

- Ms. Olore discussed the One-Year Anniversary coming up on May 1, 2015 and that an agenda of the event was forthcoming. She detailed the plan to have giveaways on board trains that day to thank riders.

ii. Scorecards

- Ms. Olore explained that the scorecards are in the information packets distributed to the committee. Ms. Olore highlighted the Marketing and Advertising progress documented in the scorecards and the work being done in conjunction with the I4 project to reach potential new riders during construction.

- c. Customer Advisory Committee
 - i. Ms. Olore stated that the inaugural meeting scheduled April 3, 2015 at LYNX Central Station.
3. Phase 2 Activities – Tawny Olore, P.E.
 - a. FTA Coordination
 - Ms. Olore explained that she met with the Federal Transit Administration (FTA) in Washington D.C. and that the FTA report for Phase 2 has been received and is in order. Ms. Olore explained that Phase 2 South is moving forward toward receipt of a Full Funding Grant Agreement (FFGA) from the FTA and that the agreement should be done by this summer.
 - Ms. Olore explained that the schedule for billing for Phase 2 South will go out soon giving both Osceola and Orange County notice of upcoming payments due.
 - Ms. Olore stated that the project is looking for alternative sources of funding for the Phase 2 North and the Transportation Investment Generating Economic Recovery or TIGER Discretionary Grant Program may be a viable option.
 - b. Station Development
 - Ms. Olore stated that ads for request for proposals (RFP) were sent out for the design build work on Phase 2 North and South. Ms. Olore explained that she met with Amtrak to discuss the two shared stations in Phase 2 and the logistics of the arrangement.
 - c. Right-of-Way Acquisition
 - Ms. Olore stated that the right-of-way is acquired for Phase 2 and the design process is being completed.
4. Phase 3 Update – Tawny Olore, P.E.
 - Ms. Olore explained that funding is available in the next year’s budget to start the National Environmental Policy Act (NEPA) evaluation and preliminary engineering. She also stating that meetings will be conducted with various groups to discuss the operations details of extending service to the airport.

COMMITTEE MEMBER COMMENTS

1. Lois Bollenback of the River to Sea TPO asked for an update on the DeBary Station parking lot expansion. Ms. Olore explained preliminary work has been completed and the work order is being finalized for the design phase to begin.

2. Sheryl Bower, City of Longwood stated that the city is receiving complaints about the grade crossing arms operations on 434 near the station. She explained that the complaints are due to the arms not coming down or staying down while the train is in station, therefore cars must wait until the train leaves the station to cross the tracks. Ms. Olore stated that she will investigate the issue. Ms. Olore and Mr. Stencil both explained in detail the way the grade crossing arms work and how the new key down feature will work and improve the wait times at those grade crossings.
3. Gary Huttman, MetroPlan Orlando asked for an update on the report outlining the complete costs and revenue for the first year of service. Ms. Olore stated that individual meetings with the funding partners are underway and the Noranne Downs would be sending out an update letter.
4. Jordan Smith, City of Sanford asked about any new information in regards to The Preserve at Lake Monroe noise complaint. Ms. Olore stated that the maintenance facility is working hard to bring the noise level to within an acceptable range. Ms. Olore outlined some of the noise reduction measures that are being implemented to include custom designed noise reducing mufflers for all locomotives.
5. Don Marcotte, City of Winter Park asked about the new grade crossing improvement contract currently out for bid. Mr. Marcotte asked to have the pricing numbers for the contract so his city may potentially fund some grade crossing improvements, such as concrete panels not currently on the list. Mr. Marcotte also asked about the Winter Park/Maitland Bridge that extends across Highway 17/92. Mr. Marcotte stated that the bridge has now been painted and a sign installed, however the sign is hard to read and in the wrong place. Mr. Marcotte would like to reopen that project for a redesign and correction of the sign and its placement. Ms. Olore stated that Mr. Marcotte should email her with his request for the prices to upgrade the grade crossings and she will forward them to the correct individual. Alan E. Hyman, FDOT Director of Transportation Operations addressed the request for a new sign on the bridge and explained that there is a process for making such a change and that he would investigate the process and inform Mr. Marcotte directly.

PUBLIC COMMENTS

1. David Porter of Orlando stated that the unique design of the Church Street Station is a safety hazard for all riders exiting or boarding the train at that location. He noted that the southbound and northbound platforms are separated by South Street and riders must walk a block in either direction to cross that street safely. Mr. Porter also took issue with the fact that the only TVM that accepts cash is located at the northbound platform and causes delays and safety risks to riders using cash. Ms. Korobkoff explained that the unconventional design of the Church Street Station is a complicated issue for the project. Ms. Korobkoff detailed that multiple factors and circumstances that created the need for that particular design. She stated that she would have a conversation with the relevant city departments and report back to the committee.
2. Joanne Counelis asked that the LYNX bus return to the Longwood Station because it is an inconvenience for her to walk out to 434 to catch the bus. Ms. Counelis also asked to have SunRail operate on weekends, holidays, and nighttime. She stated that service gaps need to be closed on all public transportation, including SunRail. Ms. Ostrodka explained that the bus had to be relocated in part due to the construction going on near the Longwood Station. She further stated that the issue will be investigated.

NEXT MEETING

1. Meeting is tentatively scheduled for June 3, 2015

ADJOURNMENT

1. Meeting adjourned at 2:54 p.m.