

**Central Florida Commuter Rail Commission  
Governing Board  
Meeting Minutes**

Date: Wednesday, August 29, 2007  
Time: 9:30 a.m.  
Location: Metroplan Orlando  
Board Room  
One Landmark Center  
315 East Robinson Street, Suite 355  
Orlando, Florida 32801  
Members Present: Chairman Frank Bruno, Volusia County  
Mayor Richard Crotty, Orange County  
Mayor Buddy Dyer, City of Orlando  
Chairman Carlton Henley, Seminole County  
Commissioner Bill Lane, Osceola County

CALL TO ORDER – 9:30 A.M.

- Florida Department of Transportation (FDOT) District 5 Secretary Noranne Downs opened the meeting and welcomed everyone to the first Central Florida Commuter Rail (CFCRT) Commission Meeting.
- Commissioner Lane led the Pledge of Allegiance.
- The quorum was met for this meeting as all members were present.
- Thanks to Metroplan Orlando for hosting the event.

AGENDA REVIEW

CFCRT Project Manager Tawny Olore, P.E. presented the agenda review.

The Interlocal Governance Agreement establishing the creation of the CFCRT Commission has been signed and recorded in all the county courthouses. The Commission consists of a five-member Governing Board: Commissioner Bill Lane from Osceola County, Mayor Rich Crotty from Orange County, Chairman Carlton Henley of Seminole County, Chairman Frank Bruno of Volusia County, and Mayor Buddy Dyer from the City of Orlando. The duties of the Governing Board will be in an advisory capacity to FDOT for the first seven years of system operation and will include assisting FDOT with policy direction as FDOT moves forward with planning, design, construction, and implementation of the system. After the first seven years of operation, FDOT will turn the system over to the Governing Board.

ACTION ITEMS

1. Secretary Downs thanked the Commission for their leadership and for the unanimous votes approving commuter rail. She said the votes were an historic moment and an example of true regionalism. FDOT will continue to work with each member to get the project up and running.
2. Election of Chair, Vice-Chair and Secretary
  - a. Chair
    - i. Motion/Second to elect Mayor Dyer as Chair: Chairman Henley/Commissioner Lane
    - ii. The motion passed unanimously.

Secretary Downs turned the meeting over to Mayor Dyer.

- b. Vice Chair
    - i. Motion/Second to elect Mayor Crotty as Vice Chair: Chairman Bruno/Commissioner Lane
    - ii. The motion passed unanimously.
  - c. Election of Secretary
    - i. Motion/Second to elect Chairman Henley as Secretary: Mayor Crotty/Chairman Bruno
    - ii. The motion passed unanimously.
3. Establish Rules of Procedure
- a. Governed by Roberts Rules of Order or other rules
    - i. Motion to adopt Roberts was motioned by all and seconded.
    - ii. The motion passed unanimously.
  - b. Mayor Dyer asked the Commission to consider rotating the chairmanship among all five members on a yearly basis, with the vice chair being the next chair.
    - i. Motion/Second to rotate chairmanship as described: Chairman Henley/properly seconded
    - ii. The motion passed unanimously.
  - c. Meeting schedule and notification responsibilities – The agreement calls for holding a meeting not less than quarterly. The Chair of the Commission or his designee will handle scheduling the meetings well in advance. Commissioner Henley asked to be kept informed about communications between meetings. Ms. Olore explained that the agreements call for creating a Technical Advisory Committee that would meet monthly to advise the commission.
    - i. Motion/Second for the commission to meet quarterly or at the call of the Commission Chairman if additional meetings are required: Mayor Dyer/Chairman Henley
    - ii. The motion passed unanimously.
  - d. Designate recorder of minutes/public comments
    - i. Motion/Second to have Jennifer Wynn from FDOT be the recorder: Chairman Bruno/properly seconded
    - ii. The motion passed unanimously.
  - e. Designate Commission’s place of business – Mayor Dyer asked Metroplan Orlando Executive Director Harry Barley if the meetings could continue to be held at Metroplan Orlando and Mr. Barley agreed.
    - i. Motion/Second to meet at Metroplan Orlando: Mayor Dyer/Commissioner Lane
    - ii. The motion passed unanimously.
4. Resolution approving Interlocal Operating Agreement
- The Interlocal Operating Agreement is between the CFCRT Commission and FDOT. The funding agreement establishes FDOT responsibility for the purchase of 61 miles of the CSXT rail corridor. FDOT will be responsible for the design, construction, and first seven years of operating the commuter rail system. FDOT will hire personnel to manage the system and a contract operator to run the commuter rail service. After the funding period (first seven years of operation) is complete, FDOT will provide an easement to the Commission. The agreement also provides a termination clause if FDOT cannot reach a final agreement with CSX Transportation (CSXT). FDOT will transfer the system, station property, and responsibilities for running the system to the Commission after the first seven years of operation.
- a. A Resolution containing the “whereas” clauses from the funding agreements approves the interlocal operating agreement between the CFCRT Commission and FDOT. Each endorsement is subject to each and every appendix of the Interlocal Agreement.
    - i. Motion/Second to approve resolution: Chairman Bruno/Mayor Crotty

- ii. Commissioner Henley asked about negotiations with CSXT. Ms. Olore said that issue would be addressed later in the meeting.
  - iii. The motion passed unanimously.
- 5. Establish Technical Advisory Committee
  - a. A CFCRT Technical Advisory Committee (TAC) will be established to provide technical assistance to the Governing Board and FDOT. Members will include staff appointees from FDOT, each local government partner, each municipality with a station (excluding local government funding partners), Voltran, Lynx, Metroplan Orlando, and the Volusia County Metropolitan Planning Organization. The TAC Committee will meet on a monthly basis.
    - i. Motion/Second to establish committee: Chairman Henley/Commissioner Lane.
    - ii. The motion passed unanimously.
  - b. Mayor Crotty stated that there should be a process to pick TAC committee members. Some members could come from the FDOT "Point of Contact" group that is already established. The Point of Contact group will meet September 12 and can help pick members for the TAC committee. Ms. Olore suggested sending a letter to the mayors of each municipality to ask for representation on this group. Mayor Dyer felt the mayors of the municipalities should designate in writing who the voting members of the TAC committee will be. The Interlocal Governing Agreement states that the member will be designated by the CEO of the agency and serve with no compensation.

## DISCUSSION ITEMS

### 1. Project update by Tawny Olore

- a. FDOT has a November deadline with the Federal Transit Administration (FTA) to have preliminary engineering 30% complete. FDOT is now about 50% complete for Phase I. FDOT is developing the design build package for all work within CSXT right-of-way and other contracts. FDOT continues to work with local government officials on station meetings; a second round of meetings is planned. FDOT is developing a scope of work to contract with a Chief Operating Officer. All right-of-way appraisals for Phase I are substantially complete. Within the next month, FDOT will start buying right-of-way along the corridor.

FDOT is working with CSXT on transitional agreements that include issues such as work curfews, outages of tracks on weekends, and outstanding issues on the sale contract document. FDOT is having conversations with CSXT on a near daily basis. CSXT plans on presenting aspects of the agreements to their board in mid-September.

FDOT recently met with FTA officials in Washington, D.C. FDOT is working through FTA funding processes and have had good discussions. FDOT's next major deadline is to request entrance into final design by the end of November, 2007.

Amtrak will still continue to run on the same line as commuter rail, so FDOT has initiated station coordination meetings with Amtrak officials. Amtrak has an auto train maintenance facility in the Sanford area, and FDOT would like to be able to do maintenance on commuter rail trains there, as well. FDOT will develop an operating agreement with Amtrak.

## BOARD MEMBER COMMENTS

Commissioner Lane – We are officially now well on our way. The biggest challenge is to educate people that commuter rail is here and that we cannot just widen roads anymore. We need another means of

getting folks around. There are a lot of safety benefits with commuter rail. He is committed to get what it takes to move this project along as soon as possible.

Commissioner Henley – Satisfied with the progress, and looks forward to starting operation.

Mayor Crotty – There has been a lot of favorable publicity about how the local governments have been working together. This one cast the net further on regionalism, as indicated by the unanimous votes. This project is a great example of partnering.

Commissioner Bruno – Congratulations to the five governments and he looks forward to working with everyone.

Mayor Dyer – Thanked board members for electing him as Chair and echoed Mayor Crotty's comments. Working together as a region will build strength through collaboration and cooperation. This is one of our best achievements.

#### PUBLIC COMMENTS – OPENED TO ADDRESS

None

#### NEXT MEETING

There is a notice in the provisions that all meetings will be held under Florida Statute 286.011 and will be duly noticed. These meetings will be subject to open meeting rules and laws. The meetings will be held quarterly. The next meeting will be around November. FDOT will work with Mayor Dyer's staff to make sure it is set.

Chairman Bruno asked if an alternate could be designated to attend commission meeting. Mayor Crotty mentioned that there were no alternates on other boards he sits on and meeting the quorum is not usually an issue. Members can call in if there is an issue meeting the quorum.

#### ADJOURNMENT

Mayor Dyer adjourned the meeting at 10:10 a.m.