

Central Florida Commuter Rail Commission
Technical Advisory Committee

Meeting Minutes

Date: Wednesday, May 8, 2013
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 1:35 p.m.
- Pledge of Allegiance
 1. Confirmation of Quorum
 2. Members in attendance were:
 - Sandra Gutierrez, P.E., Florida Department of Transportation
 - Tiffany Homler, Osceola County
 - Jim Harrison, Orange County
 - Brett Blackadar, Seminole County
 - John Angiulli, Volusia County
 - F.J. Flynn, City of Orlando
 - John Omana, City of Lake Mary
 - Lois Bollenback, Volusia County TPO
 - Dale Arrington, City of DeLand
 - Nick Koval, City of DeBary
 - Mary Moskowitz, City of Sanford
 - Charlie Wallace, City of Maitland
 - John Sember, City of Altamonte Springs
 - Don Marcotte, City of Winter Park
 - Randy Schrader, City of Kissimmee
 - Gary Huttman, MetroPlan Orlando
 - Steve Sherrer, VOTRAN
 3. Members not in attendance were:
 - Sheryl Bower for Jon Williams, City of Longwood
- Agenda Review – Sandra Gutierrez, P.E.
 - Ms. Gutierrez provided the Agenda review.

ACTION ITEMS

1. Adoption of Minutes from Wednesday, March 6, 2013 meeting.
 - a. John Sember, City of Altamonte Springs, requested that the minutes be amended to reflect his presence; motion to adopt meeting minutes as amended made was unanimously approved.

DISCUSSION ITEMS

1. Chairman's Report – Ms. Homler

- a) Ms. Homler said that the CFCRC members will be polled for some dates at the end of May or early June to hold the next Commission meeting. It will most likely be at MetroPlan Orlando's offices.
2. Project Updates: Sandra Gutierrez, P.E.
- a) Ms. Gutierrez brought everyone up-to-speed on some new faces working on the project. Doug Stencil had previously been on medical leave, and is now back working on the job as Director of Operations. Ms. Gutierrez also introduced Pamela McCombe, the new Safety and Security Manager. Ms. McCombe has 28 years of transit experience and is a leading transit safety expert.
 - b) Ms. McCombe provided an overview of her experience, including her work in St. Louis and Cleveland for the last 11 ½ years.
3. Construction Updates: Amy Scales, P.E.
- a) Ms. Scales reported that work is ongoing with the Winter Park, Orlando Health and Sand Lake platforms. Test of the platforms are ready to be turned over to the Station Finishes contractor. At the Sand Lake Station, contractors are going to begin driving piling at the platforms within the next week or two because of the muck conditions at the site. She showed a photo of the St. Johns River Bridge, where double tracks converge to a single track, and 100 feet of new concrete trestle and safety handrails on both sides of the trestle were recently installed. Ms. Scales said that contractors were laying asphalt in the parking lot of the Operations Control Center Building and that the interior of the building is complete with the exception of a few punch list items. Water and sewer installation at the building are pending. Ms. Scales showed a photo of the dispatch room, where TV monitors on the wall will display images from the platforms. TV monitors on the dispatch stations are for the dispatchers, and will show where trains are and train movements on the corridor. There are four dispatch desks although only two will actually be used for dispatchers, one will be used for maintenance and the other for the call center.
 - b) Ms. Scales also showed photos of construction progress on station finishes. She said that work in DeBary is on hold because of an issue with an easement, which is in the process of being resolved. Canopies have been installed on the platforms. Mr. Koval asked about work being done at the DeBary station. Ms. Scales could not say exactly what work was being performed, but indicated that it is likely if there are concrete trucks out there, they are probably working on pouring curbing. Mr. Koval also said there have been some questions from citizens and elected officials about the site needing to be cleaned up. Ms. Scales said that she would look into the situation.
 - c) Ms. Scales said that canopies have also been installed at the Sanford Station and landscaping has begun. The light poles are up and asphalt will be laid shortly. For now, contractors are getting the electric and the wiring done before the asphalt is poured so they can get to the conduits if they need to do so.
 - d) The Lake Mary canopies are also being installed, Ms. Scales said.
 - e) The Longwood Station is an anomaly of sorts as far as parking, Ms. Scales said, as the lots are not right next to the platform. All three lots are concurrently being worked on by the Station Finishes Contractor to do the clearing and get the drainage installed.
 - f) Altamonte Springs is actually the furthest along in construction, with the majority of the landscaping complete and most of the asphalt in with the exception of the bus loop finished. Concrete forms are also being poured for the sidewalks.
 - g) At the Maitland Station, some of the walls are being built and some of the parking lot is under construction. The canopies are not in at that location as yet.
 - h) Ms. Scales said the Winter Park platforms are very long to accommodate Amtrak, and it has taken some time to complete, but that work continues.

- i) Florida Hospital was to have canopy installation start today, Ms. Scales said.
 - j) LYNX Central Station has not had much work done recently at that location.
 - k) At Church Street, the subcontractor is working in that area to start getting the infrastructure work ready for the canopies.
 - l) Another long platform to accommodate Amtrak is under construction at Orlando Health, Ms. Scales said, and coordination with Amtrak is ongoing to accommodate luggage carts. A meeting was held Tuesday to resolve outstanding issues.
 - m) At the Sand Lake Station, Ms. Scales said the parking lot and the finishes are moving forward. Contractors will begin driving piling in the wet area next to the tracks and between the tracks within the next couple of weeks. The platform will be in the wide area in between the tracks.
 - n) Mr. Marcotte asked whether Amtrak could use a smaller luggage cart to improve the turning radius, as the current design doesn't function well. Ms. Scales advised that the designs were provided to Amtrak for their input and they accepted the design, so if they need to make changes, we have not been involved in those changes.
 - o) Ms. Gutierrez provided a locomotive and cab car update. She said that several team members are in Plattsburgh now doing field reviews and looking at some of the production. She showed TAC members some photos of the vehicle assembly work and the locomotive frames. The locomotives are still on schedule for late summer and the coaches and cab cars are to be delivered in the July to October timeframe.
 - p) Technical experts have been working on the screen flow designs as well as the software development for fare collection systems, Ms. Gutierrez said. A sample of the fare media cards was provided to TAC members. Ms. Gutierrez said that the Department has been working with the marketing team, as well as the technical experts, to make sure that the seamless connection happens between the LYNX system and Votran. Installation of the TVM machines is currently scheduled for late November/December timeframe. She showed a picture of the TVM wrap, and noted that a question was asked whether individual communities could develop a color scheme for the TVMs, and it was decided to go with the wrap system wide.
4. Business Development/Public Involvement and Marketing – Sandra Gutierrez, P.E.
- a) Ms. Gutierrez asked if the attendees had seen three billboards that have gone up on I-4. She said the Department has received a lot of positive feedback on the boards, as well as radio ads that have been aired on WMFE, WMMO and STAR. The marketing team is also continuing to coordinate with the business community engaging all the major stakeholders and businesses to encourage SunRail ridership. The marketing team also expects to launch a new consumer website at the end of May.
 - b) Ms. Homler said that with the consumer-oriented approach to the SunRail website, will information currently on the site still be available. Marianne Gurnee responded that the consumer website will have a tab that says “About Us” or “About SunRail”, which will direct users to the corporate website and all of the corporate information will be on that site.
 - c) Ms. Gutierrez said that the Public Involvement team continues to do community and construction outreach, facilitating presentations and “Lunch-N-Learns”. The TOD team is finalizing the four station area implementation plans, and is preparing to launch implementation plans for the other stations, as well. Coordination is ongoing.
5. Operations and Maintenance – Sandra Gutierrez, P.E.
- a) Ms. Gutierrez announced that the Department executed an Operations and Maintenance contract with Bombardier in April, and has been meeting weekly with the company to move forward with training and plan development and implementation. Ms. Scales said that key Bombardier staff are in Atlanta now receiving “train the trainer” training from CSX

- Transportation to assume dispatch operations on the corridor. Ms. Gutierrez said that some local governments also expressed an interest in having Bombardier take care of station maintenance for local governments. She said that option was included in the Bombardier contract. The Department will be coordinating with Bombardier to obtain price estimates for those services and will keep local governments apprised.
- b) Mr. Blackadar asked if those services would be set forth in local agreements.
 - c) Ms. Homler asked if the cost will be broken down by individual stations. Ms. Gutierrez said she would request that information from Bombardier.
6. Phase II – Sandra Gutierrez, P.E.
- a) Ms. Gutierrez said the Department has been meeting with the locals and continuing station coordination. Preliminary 60% design plans are being internally reviewed now. Once those comments are incorporated, the 60% plans will be submitted to local partners for review. Right-of-way acquisition also continues to move forward. A couple of OTs are scheduled for late May or middle of June at Meadow Woods. At Osceola Parkway, the Department executed agreements with Tupperware a week or two ago, and those have been sent for recording. At Kissimmee, the Department is checking on the legal descriptions for the joint-use parking, and is waiting for those to come in to finalize agreements. Right-of-way acquisition for the Poinciana Station is complete.
 - b) With regard to Phase 2 North, the Department submitted a draft project development application to the Federal Transit Administration, which had provided guidelines as to additional information that needed to be provided. That information was submitted at the beginning of April and that information is currently under review by the Feds. The Department is also meeting with DeLand tomorrow afternoon to talk about preliminary concepts.

PRESENTATIONS

1. Regina Camplin of Evolve presented the Safety Campaign. She said the marketing team is working on a number of programs for youth to make sure they really understand train safety and what that means and what we are trying to accomplish with SunRail. She introduced Tie, the SunRail Safety Squirrel and the mascot of the youth education program. Tie will be a puppet featured in safety videos and personal appearances at schools, starting with those closest to the corridor. A mentor program is in development for high school students where they can actually get community service hours if they help promote the safety message. Interactive presentations are currently underway, as is Driver’s Education outreach and social media outreach. She said the community outreach efforts is grass roots oriented, with team members going door-to-door talking to the businesses and meeting the residents along the corridor to make sure they understand what is coming and what the safety message is. As revenue service nears, the safety messaging will be placed on billboards, the radio and other marketing outlets. Special events are also underway, including a recent partnership with Radio Disney, which attracted about 18,000 people.
2. Ms. Camplin said the logo for the safety campaign is “Be Smart, Be Safe” and “Trains Can’t Stop Quickly But You Can”. The key is to develop a safety message that is consistent, predictable and repeatable. Icons are in development that will be on all safety materials and in the bags that have been provided to you today, as are other collateral materials that were provided to TAC members. The team is also working closely with Florida Operation Lifesaver, and has applied for a grant to help fund First Responder Outreach, which could serve as a national model.
3. Ms. Camplin concluded her presentation by detailing Train Safety Awareness Week activities, which will run from May 5-12, and asked the TAC to approve a resolution in support of Train Safety Awareness Week.

4. Ms. Homler advised that a copy of the resolution was in everyone's packet. Mr. Harrison moved for the adoption of the Resolution; the motion carried unanimously.

COMMITTEE MEMBER COMMENTS

1. John Angiulli requested a list of community outreach activities in Volusia County, which had previously been provided to Votran. Ms. Gutierrez said that information would be provided.

PUBLIC COMMENTS

1. Joanne Cornellis commented that she is excited about the SunRail train – “Go SunRail”.
2. Beverly Sanders of Poinciana thanked everyone for doing such a great job so far. She said she understands that the Poinciana station is part of Phase 2 of SunRail operations, and wanted to make sure that Poinciana was included in discussions. She said she will contact Ms. Homler to further discuss Poinciana's role. She is excited about SunRail and sees it as a great instrument in taking cars off the highways, curbing air pollution and so forth. Ms. Homler said that she would meet with Ms. Sanders after the meeting and get something set up for Poinciana to let her know what is being done in Osceola County.

REVIEW OF NEXT MEETING DATE

1. The next meeting is scheduled for June 5, 2013. Ms. Gutierrez advised that there is an FTA meeting scheduled for that day and requested that the meeting date be moved to June 12, 2013. The Chairman asked if there was any issue with moving the meeting to June 12 and there were no objections.
2. Mr. Blackadar advised Regina Camplin (Evolve) that the date on the Resolution should be changed to May 8, the date of the TAC Meeting, and not May 7. Ms. Homler asked if Committee wanted a motion to amend the change in date; motion made by Jim Harrison and was carried unanimously.

ADJOURNMENT

1. The meeting was adjourned at 2:25 p.m.