

DRAFT

Central Florida Commuter Rail Commission
Technical Advisory Committee

Meeting Minutes

Date: Wednesday November 6, 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 1:30 p.m.
- Pledge of Allegiance
 1. Confirmation of Quorum
 2. Members in Attendance
 - Tawny Olore, Florida Department of Transportation
 - Tiffany Homler, Osceola County
 - Carla Bell Johnson, Orange County (For Jim Harrison)
 - Claudia Korobkoff, City of Orlando (For FJ Flynn)
 - John Angiulli, County of Volusia
 - Brett Blackadar, Seminole County
 - Mary Moskowitz, City of Sanford
 - John Omana, City of Lake Mary
 - John Sember, City of Altamonte Springs
 - Charlie Wallace, City of Maitland
 - Don Marcotte, City of Winter Park
 - James Arsenault, City of Kissimmee
 - Gary Huttman, Metroplan Orlando
 - Lois Bollenback, Volusia County TPO
 - Heather Blanck, for Steve Sherrer VOTRAN (non-voting representative)
 - Andrea Ostrodka for Stuart Boggs, LYNX (non-voting representative)
 3. Members Not in Attendance were:
 - Steve Sherrer, VOTRAN
 - Stuart Boggs, LYNX
 - Nick Koval, City of Deland
 - Jon Williams, City of Longwood
 - Michael Pleus, City of DeLand
- Agenda Review – Tawny Olore, P.E.
 - Ms. Olore provided the Agenda Review

ACTION ITEMS

1. Adoption of Minutes from Wednesday October 2, 2013
 - a. Motion to adopt meeting minutes was made by Don Marcotte and seconded by Gary Huttman. The meeting minutes were adopted unanimously.

DISCUSSION ITEMS

2. Chairman's Report – Tiffany Homler
 - a. Ms. Homler mentioned that a video would be shown in today's meeting of SunRail marketing activities to date.
 - b. Ms. Homler stated that Central Florida Commuter Rail Commission members would be polled for a date to schedule their next meeting.

3. Project Updates – Tawny Olore, P.E.
 - a. Ms. Olore turned the meeting over to Amy Scales, P.E. to present an update of Phase 1 construction.

4. Construction Updates – Amy Scales, P.E.
 - a. Ms. Scales noted that construction was essentially complete. Ms. Scales said the DBM contractor completed a sixth signal cutover last week. Facilitation of the movement of freight on the corridor should take place within the next 2 weeks. All other work on the corridor is complete.
 - b. Ms. Olore commented that double tracking and the completion of signalization were major milestones for the project. Ninety-one grade crossings are now using new signalization system and tracks.
 - c. A photo presentation was shown as Ms. Scales gave an overview of construction work at each station:
 - i. Building Platforms
 - All platforms are complete with the exception of the Lake Mary platform in relation to the Design Build contract. Final work is occurring at Operations and Control Center (OCC). The trains are currently being dispatched out of the OCC in Sanford.
 - ii. Platform Construction
 - Amenities are going up at each station
 - DeBary Station – Canopies and pavement are being installed. Electrical power and message signs are being installed. They will be tested and integrated into the system.
 - Sanford Station – Art in transit work has been installed along with paving of bus loops and installing bus stop canopies.
 - Lake Mary Station – Concrete work is being done and additional canopies will be delivered this week.
 - Longwood Station – Canopy designs, brickwork and parking lot paving was completed this week.
 - Altamonte Springs Station – Landscape work is ongoing. Inter-track fencing safety features are in place. Ms. Olore noted that site furniture is now in place.
 - Maitland Station – Pedestrian crosswalks and parking lot paving are nearing completion.
 - Winter Park Station – Structural steel is up and crews are working on decking this week, beginning with the west platform and then the east.
 - Florida Hospital Station – Work is continuing as crews lay brick and install bright blue canopies. The blue color is being coordinated with Florida Hospital colors.

- LYNX Station – Work continues at the station in preparation for revenue service
- Church Street Station – Platform work is ongoing.
- Orlando Amtrak Station – The inter-track fencing is in. Ms. Scales showed a photo of the Amtrak platforms looking from the north. There are no canopies on the Amtrak side of the station.
- Sand Lake Road Station – Structural work is under way while paving work continues.

5. Locomotive Update – Tawny Olore, P.E.

- a. Ms. Olore provided an update on the locomotives. Vehicles are running nightly for approximately 10 hours. Five more locomotives are scheduled to be shipped between now and February 2014. Mr. Doug Stencil confirmed that cab cars are arriving on average about once every other week. The fleet is starting to come in and now utilizing yard tracks. Vehicle testing has started as referenced at the last TAC meeting. System integration testing begins this week and brake tests will occur the following week.
- b. Ms. Olore gave an update on Bombardier staffing and transitioning. The staff is almost complete with engineers, conductors and dispatchers. The team is in the process of setting up customer service, as well as taking over maintenance of corridor from Railworks on December 9 and the Central Florida Rail Coordination Center on December 4.
- c. Ticket vending machine demos are scheduled for installation today. Ms. Marianne Gurnee indicated they had not yet been installed, but confirmed installation for today. Ms. Olore noted the screen flows will be ready by early January. A video for ADA training is being developed to show the public how to use the vending machines. Installation is scheduled to begin at stations at the end of November and will be completed by January 2014.
- d. Ms. Lois Bollenbeck inquired about whether the TVM was going to be installed on a mobile platform where it could be moved to different locations. Ms. Olore responded that they are unable to do so, but could possibly conduct ADA field trips to certain stations to train people.

6. Public Involvement, Marketing and Business Update – Tawny Olore, P.E.

- a. Ms. Olore provided an overview of the train tour event that took place at the Lake Eola Fall Festival in partnership with LYNX. The tour included a locomotive and two coaches. Poor weather hampered attendance on the first day of the event, on Saturday, Nov. 2. But on the second day, Sunday, November 3, more than 1,000 people toured the train. Ms. Olore noted individuals had to first go to the SunRail booth at Lake Eola, and take a LYNX bus to LYNX Central Station. To transport in excess of 1,000 people going to these lengths shows excitement building toward the project. Ms. Olore showed a video presentation of patrons riding SunRail train. Ms. Olore also expressed a special thank you to Joanne Counelis for attending the event on both days for the entire day.

7. Safety Outreach Update – Marianne Gurnee

- a. Ms. Gurnee provided an update on the safety campaign. Tie kits are being sent to 83 schools within three miles of corridor. Presentations are being scheduled at

local schools, as well. Ms. Gurnee noted that First Responder training videos are in development as part of a \$25,000 Operation Lifesaver grant awarded to FDOT, which will cover trespassing, enforcement authority, and responsibilities around the corridor. Bombardier is creating an additional module on emergency response protocols.

8. Safety and Security Update – Doug Stencil, P.E.

- a. Mr. Stencil provided an update on advanced safety and security initiatives with 911 dispatch coordination. Emergency phones and customer service phones will be on each platform, and signage will be included instructing callers to provide an address to emergency dispatchers. Mr. Stencil noted that a meeting three weeks ago with 911 operators was successful. Training for first responders will consist of topics such as safety on railroad tracks, accessing equipment, shutting down power to vehicles, and how to use emergency equipment. Dispatchers will also be given training CDs. Mr. Stencil stressed the importance of training on emergency tools so that first responders do not become part of the emergency.
- b. Mr. Stencil reported that the team also is working with the Transportation Security Administration (TSA) and Homeland Security. SunRail is taking a proactive security presence by looking for and responding to suspicious activities. SunRail is also collaborating with TSA's VIPR team to visit stations and be alert for suspicious activities.
- c. Ms. Olore opened the floor for questions about the Safety and Security update:
 - i. Mr. Marcotte inquired as to whether there would be meetings with First Responder agencies in each municipality. Mr. Stencil responded that a large meeting recently was held with the four counties and the city of Orlando. He said that in terms of training, packets would be sent to all groups and municipalities. Mr. Stencil indicated that if groups are large enough, they could also call to schedule safety training. Mr. Stencil stated that starting in December, SunRail will be working with trained SWAT teams on topics such as removing Plexiglas windows, etc. in emergency situations.
 - ii. An audience member asked a question about what groups, in addition to first responders, would be able to get safety training. Mr. Stencil responded that SunRail provides safety trainings for law enforcement, SWAT teams, and emergency response personnel.

9. Phase 2 South – Tawny Olore, P.E.

- a. Ms. Olore provided a status update on the New Starts Package for Phase 2 South. She stated it had to be resubmitted due to the government shutdown. Ms. Olore also stated that she would be going to Washington, DC to meet with the FTA about the funding. Ms. Olore noted that 60% design plans are under review and that 12 of 14 parcels needed for right-of-way acquisition are complete. The Phase 2 North project development application is currently under internal review. Ms. Olore explained the process and noted that it is scheduled for submission to the FTA the week of November 11.

- i. Mr. Angiulli questioned if TAC members could get a copy of application. Ms. Olore said that she would arrange for him to receive a copy of what is currently under review.

COMMITTEE COMMENTS

1. Mr. Omana requested an amendment to the October meeting minutes to reflect his attendance at the last meeting. His request was approved, and the minutes will be amended accordingly.
2. Mr. Marcotte inquired about encroachments along the corridor. He requested a summary of where closures and/or mitigation is taking place. He asked about anything identified as a hazard. Ms. Olore stated FDOT was conducting a hazard analysis along the corridor and identifying any mitigation. Mr. Marcotte requested a summary of encroachments that were not in the original contract. Ms. Scales explained that the Blake Street closure was unique and that a number of encroachments were removed from the corridor.

PUBLIC COMMENTS

1. No public comments offered.

NEXT MEETING

The next TAC meeting is scheduled for Dec. 4, 2013.

ADJOURNMENT

The meeting adjourned at 2:08 p.m.