

CENTRAL FLORIDA COMMUTER RAIL COMMISSION
Technical Advisory Committee
Meeting Minutes

Date: Wednesday, Nov. 7, 2007

Time: 1:30 p.m.

Location: Florida Department of Transportation Urban Office
133 South Semoran Boulevard
Orlando, Florida 32807

- Call to Order – FDOT/CFCRT George Lovett, Director of Transportation Development
 - Mr. Lovett called the meeting to order at 1:35 p.m. Mr. Lovett thanked participants for attending and stressed the important advisory role of the Technical Advisory Committee as the project moves forward. Mr. Lovett said he was “very excited about the project and the future of transportation in Central Florida” and that the project will “set the tone for transportation improvements in the state for the next decade.”
- Pledge of Allegiance – led by CFCRT Project Manager Tawny Olore, P.E.
- Confirmation of Quorum – A quorum was present.
 - Members in attendance were:
 - Tawny Olore, Florida Department of Transportation
 - James Dinneen, Volusia County
 - Anthony Gonzalez for Maryann Courson, City of DeBary
 - Jerry McCollum, Seminole County
 - Robert “Sherman” Yehl, City of Sanford
 - John Omana, City of Lake Mary
 - Ryan Spinella, City of Longwood
 - Frank Martz, City of Altamonte Springs
 - Jim Harrison, Orange County
 - Charlie Wallace, City of Maitland
 - Don Marcotte, City of Winter Park
 - Roger Neiswender, City of Orlando
 - Ronald A. Hearst, Osceola County
 - Barry Campbell, City of Kissimmee
 - Lisa Darnall, Lynx
 - Lois Bollenback, VoTran
 - Dave Grovdahl, Metroplan Orlando
 - Karl Welzenbach, Volusia County MPO
 - Members not in attendance were:
 - Mike Abels, City of DeLand
- Introductions – Attendees introduced themselves
- Agenda Review – FDOT/CFCRT Project Manager Tawny Olore, P.E.
 - Review of Interlocal Governance Agreement for creation of the Central Florida Commuter Rail Commission
 - Ms. Olore explained that the Florida Department of Transportation has five local government partners associated with the project that recently reached unanimous consensus to support Commuter Rail. She stressed the importance of those unanimous votes to secure federal funding from the Federal Transit Administration, and once again thanked local government officials for their support. Ms. Olore explained that one of the agreements reached by unanimous consensus was the Interlocal Governance Agreement that created the Central Florida Commuter Rail Commission Governing Board. The Governing Board held its inaugural meeting August 29, 2007, and the next meeting is scheduled for Dec. 14, 2007. The Board includes five members: Orlando Mayor Buddy Dyer is the chairman; Orange County Mayor Richard T. Crotty is the vice

chairman; Seminole County Chairman Carlton Henley is the secretary. Commissioner Bill Lane represents Osceola County and Chairman Frank Bruno represents Volusia County. Ms. Olore detailed the duties of governing board. For the first seven years of Commuter Rail service, the Governing Board is an advisory board to the Florida Department of Transportation. DOT will design, construct and operate the Commuter Rail system, and the Governing Board will meet quarterly to provide guidance to the DOT. At its inaugural meeting, the Governing Board also established the Technical Advisory Committee. Another group, the Customer Advisory Committee, comprised of Commuter Rail customers, will be formed once system operations begin.

- Role of the Technical Advisory Committee
 - The TAC is tasked with providing technical assistance to the Governing Board, as well as the Florida Department of Transportation for the first seven years that the Commuter Rail system is operational. The TAC will help with long-term and short-term operating plans, look at annual and capital budgets and examine service policies to see if any changes are needed. After the first seven years of operation, periodic reports will be developed by the TAC on Commuter Rail operations for submission to the Governing Board. The TAC also will review and evaluate emergency responses in case of an accident and review safety plans. Ms. Olore said that TAC input will be “very, very crucial for [FDOT]” to help evaluate technical aspects of the project “as we move forward with design and construction” of the Commuter Rail system.
 - TAC representatives include the Florida Department of Transportation; each municipality hosting a station (DeLand, DeBary, Sanford, Lake Mary, Longwood, Altamonte Springs, Maitland, Winter Park, Kissimmee); the five local government partners (Orange, Osceola, Seminole, Volusia and the City of Orlando); Votran, Lynx, Metroplan Orlando and the Volusia County MPO.
- Ms. Olore asked that TAC members verify contact information for e-mails and distribution of committee materials and advisories.

ACTION ITEMS

1. Election of Chair, Vice-Chair and Secretary from amongst members
 - a. Roger Neiswender, Orlando’s representative on the TAC, was unanimously elected TAC Chairman.
 - i. Motion made by Orange County’s representative, Jim Harrison; seconded by Seminole County’s representative, Jerry McCollum. All concurred.
 - b. Mr. Harrison was unanimously elected TAC Vice Chairman
 - i. Motion made by Mr. McCollum; seconded by Volusia County MPO’s representative, Karl Welzenbach. All concurred.
 - c. Mr. McCollum was unanimously elected TAC Secretary
 - i. Motion made by Mr. Harrison; seconded by Sanford’s TAC representative, Robert “Sherman” Yehl. All concurred.
 - d. Ms. Olore explained that all officers will serve one-year terms. After terms expire, the vice chairman will rotate into the chairman’s position; the secretary will become the vice chairman and a new secretary will be elected. Initial nominees will serve a little longer than one year so that terms coincide with the calendar year. The next election of officers will be held in January, 2009.
2. Establish rules of procedure (Roberts Rules of Order or other)
 - a. Motion to conduct meetings in accordance with Roberts Rules of Order was made by Mr. Neiswender; seconded by Mr. McCollum. All concurred.
3. Establish meeting schedule (at least quarterly), site and times:
 - a. Ms. Olore explained that the Governing Board felt it was “very important” for the TAC to meet monthly and report back to Governing Board members. FDOT concurs with the board, because FDOT wants TAC input on design issues and other project milestones.

- i. Mr. Welzenbach suggested that the TAC meet on the first Wednesday of every month from 1:30 to 3:30 at the FDOT Urban Office, 133 South Semoran Blvd., Orlando, FL. James Dinneen, Volusia County’s representative on the TAC, moved the motion; Mr. Harrison seconded. All concurred.
- 4. Designate recorder of minutes/public comments
 - a. Ms. Olore suggested that the Florida Department of Transportation assume responsibility for meeting minutes. All concurred.
- 5. Designate meeting notification responsibilities
 - a. Ms. Olore said that the Governing Board requested that FDOT continue to perform meeting notification responsibilities; Mr. Harrison moved the motion; Mr. Welzenbach seconded. All concurred.

DISCUSSION ITEMS

- 1. Project update – FDOT CFCRT Project Manager Tawny Olore, P.E.
 - a. Ms. Olore said that FDOT project managers have been meeting with local government partners and gave an overview of the project status and upcoming milestones.
 - i. FTA Quarterly Reports:
 - 1. Ms. Olore asked TAC members to review a provided quarterly report that FDOT recently submitted to the Federal Transit Administration. The report is an update of what FDOT has done to advance the project in the last quarter. Ms. Olore said that, at present, FDOT is on track to complete 30 percent preliminary engineering by Nov. 30. The FDOT must meet that deadline to get into the next federal Fiscal Year 09 budget and be approved for Final Design by the Federal Transit Administration. If that deadline is not achieved, it is possible that construction could be delayed by a year. As such, FDOT has been meeting regularly with local government officials to secure platform locations for station stops. At present, FDOT has completed about 80 percent of the work required to meet the deadline and is “on track” to finish by Nov. 30.
 - ii. Right-of-Way Acquisition:
 - 1. FDOT also is working to finish property appraisals for land needed for Phase I parking lots at station stops, and is currently purchasing some right-of-way. Four of the six stations in Phase I that require right-of-way purchases have achieved environmental clearances and are posted on the www.cfrail.com project website. The Longwood and Fort Florida Road stations are awaiting environmental clearances as those platforms have been moved. An amendment to the Environmental Assessment has been submitted to the FTA, and should be cleared by mid-November to begin purchasing right-of-way at those stations. FDOT has the funding in place to buy needed property.
 - iii. Survey and boundary work
 - 1. FDOT has spent \$9 million in state money for boundary surveys of the corridor. That work is substantially complete. All field work is expected to be complete by January. FDOT also is working to assess utility easements within the CSX Transportation right-of-way. There are about 1,400 tangible agreements that CSXT had on record, which will revert to FDOT when the corridor is purchased. Review of those agreements also is substantially complete.
 - iv. Station location and design
 - 1. Ms. Olore said that FDOT is spending “quite a bit of time” coordinating station locations and platform designs with local government partners because FDOT “recognizes that these will be community stations”. Work is focused on platform location, and column spacing for canopies so that design-build contractors can

accurately pour platform foundations. A station location and design workshop is planned for Nov. 28, 1-5 p.m. at the FDOT Orlando Urban office so that different jurisdictions with station stops can see what is planned for other station stops. All local jurisdictions are invited to attend, and an invitation will be sent shortly.

- a. FDOT also is working to complete platform “prototypes” that local communities can enhance at their own expense.

v. CSX Transportation negotiations

1. Ms. Olore said that contract documents with CSXT are substantially complete. She said there are three documents: A contract of sale, which will stipulate how FDOT will purchase the CSXT property; a Central Florida Operating and Management Agreement (CFOMA), which will detail what will take place once Commuter Rail operations begin; and a Transitional Agreement that details how rail traffic will move on the corridor during the two years of construction for Commuter Rail. The Transition Agreement has been particularly complicated because it involves setting up work blocks, track outages and so forth. All agreements should be complete within the next week or so.

vi. Federal Transit Administration

1. FDOT is working with the FTA to include a DeLand station stop in Phase II of construction. Once the Nov. 30 deadline has passed, FDOT will perform some extra modeling and cost analysis needed to include DeLand in Phase II.
2. FDOT is working to achieve a \$25 cost-effectiveness number set by FTA and is currently at \$25.82. Ms. Olore said that additional ridership information from hospitals and other station stops, as well as allocating some contingency funds, should help achieve that number. She said “there hasn’t been a commuter rail system in the country that’s been able to get under that number, but we’re confident we can do it.”

vii. Amtrak

1. FDOT will share two platforms with Amtrak in Phase I (Orlando and Winter Park). New Americans with Disabilities Act regulations require that the Commuter Rail project have 15-inch platforms for “level boarding” compared to the 8-inch platforms that exist today. Agreements have been reached with the Federal Railroad Administration and the Federal Transit Administration. Agreements also have been reached with Amtrak to share maintenance facilities near the Sanford station. Agreements also have been reached with Amtrak to utilize “bus bridges” to ferry Amtrak passengers through Central Florida during Commuter Rail construction periods. Those agreements will be finalized by Nov. 30th.

viii. Procurement

1. Ms. Olore referred TAC members to procurement schedule hand-outs. The design-build-maintain contract for Commuter Rail is expected to be published today, which includes all construction activities within the CSXT right-of-way, such as platforms, double-tracking, new signalization and grade crossing improvements. There are 92 grade crossings in Phase I and 42 will be upgraded. For other station work, such as platform amenities and parking lots, contracts should be finalized by the end of 2008. A separate contract will be bid for vehicles, which will be diesel-multiple-units that comply with Federal Railroad Administration safety standards and have low-level flooring for level boarding at station stops. Low-level flooring DMUs have not been manufactured, but FDOT has had interest from two or three industry representatives. In response to a question from Mr. Dick Harkey, from U.S. Rep. John Mica office, Ms. Olore said that bid

documents will include a requirement that the cars be put together in the U.S. A contract for a chief operating office will hit the streets in December, so that a COO is on board prior to the start of construction activities. FDOT also has hired a safety engineer, Tom Keane, to review all safety plans. A separate contract to operate, dispatch and maintain the system will be awarded a year before operations are scheduled to begin, so that the operator is involved in the vehicle manufacturing process, understands warranties and knows how the cars are built for operations and maintenance purposes. A CEI (Construction, Engineering and Inspection) contract will go out in April 2008 to monitor Design-Build-Maintain contractors.

- ix. Ms. Olore directed TAC members to the first quarterly newsletter for the project that will be sent out shortly by e-mail and regular mail. Other information in TAC packets, also available for public dissemination, included project informational brochures and a Transit-Oriented Development sketchbook, as well as copies of the TAC Power Point presentation.

COMMITTEE MEMBER COMMENTS

1. Committee member comments
 - i. Mr. McCollum requested that local government partners receive documents related to the 30 percent Preliminary Engineering plan. Ms. Olore said those should be sent Nov. 16th.
 - ii. Mr. McCollum asked about right-of-way purchases and requested a status report on each station. Ms. Olore said that information will be made available to TAC members, as well as the Federal Transit Administration, because the FTA must review any parcels that are valued at greater than \$1 million. She referred TAC members to the www.cfrail.com website, where right-of-way contact information is listed, as well as station site plans for the four stops that have obtained environmental clearances.
 - iii. Mr. Welzenbach asked about the timetable for final CSXT agreements, and Ms. Olore explained that the schedule is based on the Oct. 1 start of the federal fiscal year.
 - iv. Mr. Welzenbach asked when TAC committee members would be able to review final CSXT contract documents. Mr. Fred Loose, FDOT General Counsel, said he expected to have agreements finalized by Nov. 15 and would set up individual meetings shortly thereafter to brief local government officials. Mr. Loose said he didn't expect there would be any surprises in the agreements.
 - v. Mr. Neiswender asked when those briefings would be conducted, and Ms. Olore said most likely the week after Thanksgiving.

PUBLIC COMMENTS

1. Public comments
NONE

NEXT MEETING

1. Review of meeting dates, times and location
 - a. The next meeting of the TAC was set for December 5th, 2007, from 1:30-3:30 at the FDOT Orlando Urban Office, 133 S. Semoran Blvd., Orlando, FL. FDOT will send out reminders and an agenda prior to that meeting.
 - i. Frank Martz, Altamonte Springs' representative on the TAC, asked whether a meeting was planned for Jan. 2, 2008. Mr. Neiswender asked TAC members whether a quorum would be present for a Jan. 2, 2008 meeting and raised the

issue of whether alternates should be allowed to substitute for appointed TAC members. Mr. Welzenbach asked whether a quorum was defined in the Interlocal agreements. Ms. Olore said that it was not, but that usually a majority of members constituted a quorum. Mr. Neiswender said he would like to discuss at a future meeting whether alternates will be allowed to vote at TAC meetings since the agreements are silent on that issue. Mr. McCollum raised the possibility of creating smaller subcommittees within the TAC to address specific concerns. Mr. Neiswender said he agreed.

- ii. Mr. Dinneen asked about potential setbacks with construction of the CSX Transportation Integrated Logistics Center in Winter Haven. Ms. Olore said that some concerns about increased freight traffic had been raised in Lakeland, but that Winter Haven and Polk County generally supported the ILC. FDOT officials from Tallahassee are working to address concerns, and CSXT is doing a development of regional impact for the ILC. "We are moving forward with our [commuter rail] project," Ms. Olore said.
- iii. Mr. Don Marcotte, the city of Winter Park's representative on the TAC, asked how the 30 percent design documents will be distributed; Ms. Olore said they would be compiled on a computer disc.

ADJOURNMENT

Mr. Neiswender moved to adjourn the meeting; Mr. Welzenbach seconded. All concurred. The meeting was adjourned at 2:28 p.m.