

Central Florida Commuter Rail Commission Technical Advisory Committee

MEETING MINUTES

Date: Wednesday, November 9, 2011

Time: 1:30 p.m.

Location: Florida Department of Transportation

Orlando Urban Office

133 South Semoran Blvd.

Orlando, Florida 32807

- Call to Order – TAC Chairman Roger Neiswender called the meeting to order at 1:35 p.m.
- Pledge of Allegiance
- Confirmation of Quorum
- Confirmation of Quorum
 - Members in attendance were:
 - Tawny Olore, Florida Department of Transportation
 - Roger Neiswender, City of Orlando
 - Carla Bell Johnson for Jim Harrison, Orange County
 - Brett Blackadar, Seminole County
 - George Recktenwald, Volusia County
 - Mary Moskowitz, City of Sanford
 - Jon Williams, City of Longwood
 - Tom Connelly, City of Lake Mary
 - Charlie Wallace, City of Maitland
 - Tiffany Homler, Osceola County
 - Randy Schrader for Jim Arsenault, City of Kissimmee
 - Gary Huttman, Metroplan Orlando
 - Bert Francis for Lisa Darnall, LYNX
 - John Sember, City of Altamonte Springs
 - Don Marcotte, City of Winter Park
 - Ken Fischer, Votran
 - Members not in attendance were:
 - Nick Koval, City of DeBary
 - Karl Welzenbach, Volusia TPO
 - Dale Arrington for Michael Pleus, City of DeLand
 - Introductions
- Agenda Review – Tawny Olore, P.E.
 - Ms. Olore provided the Agenda Review

ACTION ITEMS

1. Adoption of minutes from October 5, 2011
 - a. On a motion from Mr. Huttman, seconded by Mr. Fischer, the minutes were unanimously adopted.

DISCUSSION ITEMS

1. Chairman's Report – Mr. Neiswender
 - a. Mr. Neiswender said that the TAC hasn't been involved in a lot of activity during the last month, other than supporting the Department in its efforts to culminate several activities. Mr. Neiswender deferred to Ms. Olore to discuss corridor closing activities.

2. Project Update –Ms. Olore
 - a. CSX Transportation
 - i. Corridor closing/transition activities
 1. Ms. Olore said that FDOT closed on the purchase of the Central Florida Rail Corridor on November 3. She said the time for closing was set at 3 p.m., and that word did not come from attorneys negotiating final agreements that the closing was a go until 2:48 p.m. FDOT contractors are now out on the corridor, and actually running the railroad today. Ms. Olore then displayed numerous pictures of corridor closing day activities, including the replacement of signs at every grade crossing and the new Central Florida Rail Coordination Center (CFRCC).
 2. Ms. Olore said that the closing means that FDOT has actually formed a railroad, called the Central Florida Rail Corridor or CFRC. FDOT is now the operating entity of the rail corridor. At 3 p.m. on November 3, CSXT crews moved off the 61-mile corridor and the Department's Design-Build-Maintain contractor crews moved in. The Department immediately started changing out the signs at each grade crossing regarding who to call in an emergency, as was required within a 48 hour period. Crews also stepped onto the St. Johns River Bridge and became the bridge tenders. The first Amtrak auto train came through at 4:15 without incident. The Department also has formed a dispatch desk in Jacksonville, and FDOT is paying CSX to man that desk 24 hours. As required by federal law, the Department also formed a coordination center where emergency calls will be fielded. That center will call the appropriate personnel, police or the dispatch center in the event of an incident or emergency.

3. Ms. Olore said that the CFRC closing was different from when the state purchased the Tri-Rail corridor in South Florida, as CSX crews still maintain that corridor and dispatch trains as part of the larger CSX system. Because of the Tri-Rail experience, the Department negotiated maintenance and dispatch responsibilities for SunRail from day one. She said that Department contractors are being watched closely by federal inspectors, which is helpful for both the Department and federal oversight agencies – so that everyone understands that the right folks and tools are in place.
4. Ms. Olore briefed TAC members on the “mimic screens” at the CFRCC, which allows key team members to view everything that the dispatcher sees on the corridor. The mimic screens do not allow viewers to turn the signals red or green. The mimic screens are located in the coordinator center, the Chief Operating Officer’s office, and in the Department’s regional traffic center, which enables the Department to alert motorists if there’s an issue at a grade crossing and so forth.
5. The CFRCC is also equipped with a television screen that provides staff with weather updates.
6. An additional screen in the CFRCC identifies mileposts at grade crossings, so should a caller say they’re at a specific intersection or grade crossing, CFRCC personnel can then look at the board and identify specific mileposts to let the dispatcher know of a problem. Ms. Olore said that the center was created as part of federal requirements.
7. Ms. Olore said that immediately after closing, FDOT had 48 hours to change out signs at each grade crossing, and post new signs with the 1-877-CFL-RAIL emergency contact number that goes to the CFRCC. Crews also had to change out the locks on all signal boxes, which should be completed by Thursday.
8. Mr. Marcotte joked that his office was adjacent to a grade crossing, and he was pleased to report that no trains have run into his office since the FDOT takeover of the corridor.
9. Ms. Olore said the Department was very proud to be able to take over the corridor within four months of Notice to Proceed, get staffed up and get the infrastructure in place to operate safely. She said that Department contractor crews did a phenomenal job.
10. Mr. Hammerle said that the www.sunrail.com website had also been updated with forms and procedures to access the railroad corridor. Before, jurisdictions went to CSX for utility, permits and leasing requests. Those requests will

now be processed by the Department. The website has a red banner, a tab and instructions on how to get those permits, leases, etc., many of which mirror those in place by CSXT. Mr. Hammerle did request that local governments not inundate the Department with requests immediately, to provide for a more seamless transition. Ms. Olore noted that the permitting portion of the website went live at 3 p.m. Nov. 3, as well, and will likely be tweaked as circumstances dictate.

11. Mr. Neiswender asked Ms. Olore to better define specifically what matters should be referred to Mr. Hammerle. Ms. Olore said that corridor management activities should be referred to Mr. Hammerle. For example, if Kissimmee wanted to fix a grade crossing approach, that would require a permit. That permitting process, and the accompanying paperwork, is what is being referred to as “corridor management”, which would be Mr. Hammerle’s purview. Ms. Olore said that Mr. Hammele led the effort to get all of the procedures and right-of-entry documents together for Department approval, prior to coordination with operations. Mr. Hammerle said it was very similar to the management functions that he must review for highways. He said that Richard Naswari, who works in the Orlando Maintenance Office, will be the primary point of contact. For leasing and other issues, Todd Moynihan in the Department’s right-of-way surplus property office will be the point of contact. As different situations arise, Mr. Hammerle said they will be dealt with on a case by case basis. He noted that the Department will be quite cautious at first in setting precedence, so the process may be more deliberate and thorough than local governments may be used to. Mr. Hammerle said the Department is also looking at ways to generate revenue with leases, as long as they don’t interfere with train traffic, to help offset the operating deficit. Ms. Scales said the Department was also meeting with utility providers so that they will have the same information.
12. Mr. Hammerle said the Department also has inherited many existing agreements that CSXT entered into, which the Department plans on maintaining. The Department will be sending local governments and others those invoices that previously had been paid to CSXT.

b. Procurement activities

- i. DBM – Archer Western/RailWorks

1. Ms. Scales said that ARRW was issued a notice to proceed for construction today, and is now fully authorized to perform all work on the project. She said the contractor is still finishing up design work, so construction won't begin immediately. Maintenance activities are fully operational, however, since 3 p.m. last Thursday. Crews are performing inspections and fixing things on a daily basis, much as the Department does with roads.
2. Ms. Scales said that the field office is fully up and operational for the DBM contractor, located at Country Club Road and Old Lake Mary Boulevard in Sanford. The CEI field office should be up and running next week.
3. Ms. Scales said that TAC members were provided a draft construction schedule in packets. She stressed this was a draft schedule and that supplemental agreements could change some dates.
4. Ms. Scales said that the contractor's design team has met with each of the local jurisdictions, and additional meetings will be scheduled as work begins in each area.
5. Ms. Olore said the draft schedules were created for each jurisdiction to provide a high level idea of when each locale could actually expect construction to get underway. Ms. Scales said the schedule was broken into quarters, as some changes are in the works, but that the schedule dates shouldn't waiver too much. For the time being, Ms. Scales said, most of the activity local folks will see in the corridor will be related to corridor maintenance.
6. Ms. Olore asked TAC members to let the SunRail team know of any questions or concerns that may arise. Similarly, she requested that TAC members disseminate all of the information provided at the TAC to staff members and elected officials in each jurisdiction. Recently, she said, the Department has been handling requests for information from other personnel at local jurisdictions, and is quite busy with corridor transition and construction start activities. So she requested that all requests for information be channeled through the TAC contacts for each jurisdiction in the future.
7. Ms. Homler asked whether the schedule information will be distributed electronically. She also asked about the quarter and a half gap between project completion and revenue operations. Ms. Olore said that was the construction float. The Department needs to start revenue operations by May 1, 2014, so it's important to have that float within the schedule, especially at the start of construction, due to weather delays. As we move forward,

that float will diminish a little bit, but we still need some float.

8. Ms. Johnson asked for handouts from the utilities meeting to communicate to public works folks. Ms. Scales said that Orange County Public Works attended the meeting and agendas would be made available. Ms. Olore said that we will send out a link to the corridor management guide, as well, on the www.sunrail.com website. Ms. Olore said that if local governments feel that other agencies should be notified, the Department will do so.
9. Mr. Neiswender asked about fiber optic crossings. Ms. Scales said that access would be handled much the same as utilities. She said she would provide that information to Mr. Neiswender.
10. Mr. Connelly asked whether corridor maintenance and management includes parking lots and areas adjacent to the CSXT right of way. He said the city wanted to know about obtaining an easement for property located within parking lot areas. Ms. Olore said that the Department would not be leasing any of the parking lots, as those areas were purchased with local, state and federal funds with string attached. She said that the interlocal agreements specify that local funding partners have development rights on that property. For example, if a developer wanted to build a TOD facility on SunRail parking lots, they could do so if they replaced the parking required for SunRail patrons.
11. Mr. Schrader asked if the same criteria applied to vertical development. Ms. Olore said that it would. If there's a developer that wants to develop within that footprint, the Department agreed to assist in that effort if parking for SunRail commuters is provided. Typically, she said, the first three levels of a structured parking facility would be required for SunRail. She said that replacement parking would have to be within the current footprint or nearby, and could not be located a half-mile down the road, for example.
12. Ms. Johnson asked what mechanism would be used for these agreements. Ms. Olore said it would probably be a Joint Use Agreement or a Joint Planning Agreement. Ms. Johnson asked if the agreements would be between the Department and the Local Funding Partner or the developer. Ms. Olore reminded TAC members that the Commission will own the parking lots, but will not be allowed to give that real estate a way.

ii. Locomotives – Motive Power

1. Ms. Olore said that the first three locomotives have been stripped and are on schedule and in production.
- iii. Coaches and Cab Cars – Bombardier
 1. Ms. Olore said that the Department has been working with Metroplan Orlando on ADA compliance issues for the car interiors, selecting door chimes, bathroom fixtures and so forth. The Department is working with Cheryl Stone to help work through some Transportation Disadvantaged issues; develop an educational program and so forth. The Department has also been picking out glass for the windows, the interior color scheme and flooring. All of that work is progressing on schedule.
- iv. Public Involvement/Marketing
 1. Ms. Olore said a contract was signed with the Cunningham Group for Public Involvement/Marketing activities and the first Task Work Order is in development. She said the Department is also working with the Turnpike Authority about how they market SunPass, to develop some lessons learned.
- v. Signal Maintenance of Way
 1. The Signal Maintenance of Way contract was advertised at noon today, and should be on board by February.
 2. Mr. Fischer asked whether they would have responsibility for the operations and maintenance contract, as well. Ms. Olore said all signal maintenance work would be performed in this contract.
- vi. Fare Collection Systems
 1. Ms. Olore said the Department was working with LYNX and Votran, meeting every two weeks, to iron out last-minute details. The Contract should be advertised in November, and will include validators for LYNX and Votran. She said she hopes the Fare Policy Agreement currently under development will be sent to technical folks for review by the end of the year, and then approved by different jurisdictions. She said those discussions are complicated because LYNX and Votran already have fare policies, which must be melded with SunRail fare policies.
 2. Mr. Marcotte asked whether the plan still was to buy a fare on LYNX and automatically get a ride on SunRail, as well. Ms. Olore said that was pretty much the case.
 3. Mr. Neiswender said that studies show that when you leave the transition to the individual, ridership tends to decrease. So working out the seamless transition is quite important, he said.
 4. Mr. Huttman asked whether there is a cost to Votran or LYNX to make fare collection systems work. Ms. Olore

said she did not believe so, or had not heard of a significant cost. The issue is how it's worked out in the "back of the house" so fares are distributed equitably. For example, LYNX designates youth fares for 18-year-old or younger; Votran caps those fares at 17. So all of the protocols have to be understood and written so it's clear to the back of the house, she said.

5. Mr. Fischer said that Votran will have to add validators. Ms. Darnall said that LYNX will upgrade fare boxes to accommodate SunRail. Mr. Fischer said that Votran planned to upgrade fare boxes regardless.
6. Mr. Huttman asked about the Public Involvement/Marketing contractor. Ms. Olore said the Cunningham Group's main offices were located in South Florida, and the company had done quite a bit of work on Tri-Rail for double-tracking and a new fare collection system. She said the group also had an office in Orlando for three years.

vii. Station Finishes Construction contracts

1. Ms. Olore said that the Department is evaluating five technical proposals and that price proposals are due Dec. 2. Ms. Scales said the Department was happy with the number and quality of respondents, and that she looked forward to spending her Thanksgiving holiday reviewing and grading the proposals.
2. Ms. Olore said that the second station finishes contract will be complete by the beginning of next year, and advertised in March.
3. Ms. Olore said that the Department closed on the right-of-way at Church Street; is working on stipulations for the Sand Lake Road Order of Taking; and received approval from the Federal Transit Administration on an appraisal for Maitland, which should be closed by Dec. 28.

viii. Operations and Maintenance contract

1. Ms. Olore said that the Operations and Maintenance contract should be advertised for Industry Review by the end of the year.

3. DBE contracting forums – Ms. Olore

- a. Ms. Olore and Ms. Gurnee provided information about DBE forums planned for Seminole/Volusia counties on Nov. 15, 2011; and in Orlando/Orange/Osceola counties on Dec. 16, 2011.

4. TOD Sketchbook and animations

- a. Final TOD sketchbooks are updated.
 - i. Ms. Homler asked if individual pages for each station can be posted to the website. Ms. Gurnee said yes.

5. Phase II activities – Ms. Olore
 - a. Station development
 - i. Ms. Olore said the Department has met with all of the locals on Phase II South, to discuss station concepts. Since then, the Department has received some comments, and has responded to, or is reconfiguring, different station sites. A second round of meetings to refine designs is planned.
 - ii. Ms. Olore said the Department also is preparing a number of documents for submission to the FTA by mid-December. The Department is also acquiring right of way needed for Phase II north and south. Negotiations are underway with Amtrak for the Poinciana station; one parcel has been closed in Kissimmee and offers have been made on two others. Ms. Olore said the Department plans to apply for Final Design in the February-March timeframe next year for Phase II South; and is looking at pursuing a federally exempt process for Phase II North. Those discussions will be held with the FTA, as well, at the mid-December meeting.

COMMITTEE MEMBER COMMENTS

1. Committee comments
 - a. There were no additional committee member comments.

PUBLIC COMMENTS

1. Public comments
 - a. Joanne Cournellis of Lake Mary said she could hardly wait until SunRail was in service; and she requested 24 hour bus service, holidays and weekends, and nighttime.

NEXT MEETING

1. Review of next meeting date
 - a. The next meeting date was set for December 7, 2011

ADJOURNMENT

The meeting adjourned at 2:36 p.m.