

Central Florida Commuter Rail Commission
Technical Advisory Committee
MEETING MINUTES

Date: Wednesday, October 1, 2008

Time: 1:30 p.m.

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

- Call to Order – TAC Chairman Roger Neiswender
 - Mr. Neiswender called the meeting to order at 1:35 p.m.
- Pledge of Allegiance
- Confirmation of Quorum
 - Introductions
 - Members in attendance were:
 - Tawny Olore, FDOT
 - Roger Neiswender, City of Orlando
 - Jim Harrison, Orange County
 - Jerry McCollum, Seminole County
 - Tura Schnebly for James Dinneen, Volusia County
 - Karl Welzenbach, Volusia County MPO
 - Dale Arrington for Michael Pleus, City of DeLand
 - John Omana, City of Lake Mary
 - Ryan Spinella, City of Longwood
 - William Wharton for Frank Martz, City of Altamonte Springs
 - Charlie Wallace, City of Maitland
 - Don Marcotte, City of Winter Park
 - Bob Zaitooni, Osceola County
 - Jim Arsenault, City of Kissimmee
 - Dave Grovdahl, Metroplan Orlando
 - Lois Bollenback, VoTran
 - Anthony Gonzalez for Maryann Courson, City of DeBary
 - Lisa Darnall, Lynx
 - Members not in attendance were:
 - Sherman Yehl, City of Sanford
- Agenda Review – CFCRT Project Manager Tawny Olore
 - Ms. Olore presented the agenda review.

ACTION ITEMS

1. Adoption of meeting minutes from September 3, 2008 meeting
 - a. Mr. Welzenbach suggested that the meeting minutes reflect additional discussion about vehicle procurement issues. He asked about compliance

with federal level-boarding requirements and the possibility of procuring locomotives and cab cars for the project.

- i. Ms. Olore said that at least one other vendor does make low-floor vehicles, and explained that federal level boarding requirements involve two components – the platform height and the vehicle height. Level boarding is considered an 18-inch floor and a 15-inch platform. The Central Florida project will have 15-inch platforms and level boarding requirements could be achieved with lifts.
- ii. Mr. McCollum and Mr. Neiswender suggested that the meeting minutes be amended to reflect that Colorado Railcar has indicated that they would be unable to produce a low-floor DMU.
- iii. Mr. McCollum motioned to approve the meeting minutes with that amendment, and the minutes were unanimously approved. The meeting minutes from Sept. 3, 2008 have been amended accordingly.

DISCUSSION ITEMS

1. Monthly Project Update – Ms. Olore
 - a. Procurement Activities
 - i. Amendments to the Design-Build-Maintain contract are being circulated internally and should be released around Oct. 17, pending permit approvals expected Oct. 14th by the St. Johns River Water Management District.
 - ii. FDOT is putting together the scope for the construction oversight contract and plans to have that ready for release toward the end of 2008 or early 2009.
 - iii. Procurements that will require a long lead time now include ticket vending machines. FDOT has met with several contractors who produce ticket vending machines and had a brief and informal discussion about compatibility issues with Lynx.
 - iv. Pete Turrell is working on a draft document for the operations and maintenance contract, which is expected to be executed about one year prior to the start of CRT operations.
 - v. FDOT did receive a request from Colorado Railcar for an extension to Nov. 30 to respond to requests for information. FDOT is considering the request. A decision has not been made by FDOT whether to pursue push-pull technology in lieu of the DMUs.
 1. Mr. McCollum asked whether Colorado Railcar is still a possibility. Mr. Olore said that no decision has yet been made, but that to keep the schedule on track, FDOT is preparing an ITN to possibly explore other options.
 - vi. Mr. McCollum asked whether a new ITN would be sent out prior to Nov. 30. Ms. Olore said that she expects a decision will be made shortly, as quite a bit of lead time is involved.

- vii. Mr. Neiswender asked whether FDOT will have to re-advertise if a decision is made not to move forward with Colorado Railcar. Ms. Olore said that the contract would have to be re-advertised.
 - viii. Ms. Schnebly asked whether a new contract might affect federal risk analyses of the project. Ms. Olore said that the Federal Transit Administration and the FTA's oversight group for the project are very aware of the issue and are working closely with FDOT.
 - ix. Mr. McCollum asked whether a switch to push-pull technology would have any bearing on platform design. Ms. Olore said it would not.
 - x. Mr. McCollum asked whether a push-pull system would impact operations. Ms. Olore said that lift operations could add up to 2.5 minutes to the schedule, but the operations plan has up to 9 extra minutes built into the schedule, so no additional delays are expected. Mr. Turrell added that simulation testing shows that some push-pull vehicles actually have a faster run-time than DMUs, so that could provide extra cushion in the schedule.
 - xi. Ms. Olore said that FDOT is looking at all aspects of vehicle procurement, including operations, cost and environmental issues to ensure that a potential switch to push-pull technology would not be detrimental.
 - xii. Mr. Marcotte asked if a higher floor coach would make a difference in boarding times. Ms. Olore said that a lift would take up to 2.5 minutes. Mr. Turrell said that even a 25-inch coach floor would not really slow progress. Mr. Marcotte asked whether it would change boarding times if the lift was not deployed. Ms. Olore said it would take the same amount of time, about 30 seconds.
 - xiii. Ms. Bollenback asked about being included in meetings with FDOT and Lynx with regard to ticket vending machines. Ms. Olore said that no formal meetings have been convened, but that the 18-month lead time for TVMs prompted FDOT to pull TVMs out of the stations contract and put it into the Long Lead items contract. Ms. Bollenback asked that she be kept apprised, so that if changes are required to Votran's farebox, it can be programmed into the capital funding plan. Ms. Olore said that FDOT is hiring a specialty consultant to advance those conversations and the procurement process.
 - xiv. Mr. Neiswender asked if all of the Long-Lead items will be rolled out at once. Ms. Olore said that rail, TVMs and turn-outs are currently contemplated for that contract, subject to discussions with the DBM contractor.
- b. CSX Transportation
- i. FDOT is meeting with CSX Oct. 14 to tour the company's dispatch and emergency response centers. Mr. Turrell said that FDOT reached agreement yesterday with CSX on final details of the

Safety Integration Plan, which is now being reviewed by legal and operations staff prior to senior management review. It will be a live document when the DBM contractor is hired, with potential minor modifications. Mr. Turrell said the agreement was significant, as it will be the guiding document for emergency preparedness plans that must be in place to take over the corridor and operate the commuter rail system.

- ii. Ms. Olore said that a maintenance-of-way sub-team also has been established. Mr. Turrell said that trainers will be trained on operating and safety issues necessary to access and perform work in the corridor.
- c. Amtrak
 - i. The operating agreement with Amtrak is being readied to send to Amtrak. That agreement and a contractual services agreement for use of Amtrak maintenance facilities should be executed prior to submission of the Full Funding Grant Agreement package.
- d. Federal Transit Administration
 - i. FDOT is working with the FTA on a checklist of issues and reports that need to be finalized prior to submission of a Full Funding Grant Agreement package. Plans are being updated, as required by the FTA. FTA, Congress, and OMB will need about five months to review the FFGA package once it is submitted, so there's a lot of work to be done to meet the September 09 schedule for a FFGA.
- e. Right-of-Way Acquisition
 - i. Debbie Lynch said that FDOT is working through several outstanding parcels, mostly involved gaps in title. FDOT is preparing an offer for the DeBary station; working on a joint pond agreement for the Sanford station; has purchased 5 of 11 parcels for Lake Mary; Offers are out on two parcels for Longwood, a CSX parcel will not be conveyed until the corridor gets conveyed, city parcels and another individual parcel at the south end of the station site are pending, and agreement has been reached on one parcel; 6 parcels have been purchased at Altamonte with agreements on four more and one is scheduled for a court hearing; working on reaching agreements for the Sand Lake station; awaiting FTA approval to make an offer on a CSX-owned parcel in Kissimmee; waiting for appraisals on two Church Street parcels; working on easements required at Maitland and Florida Hospital stations.
 - ii. Ms. Olore said that right-of-way acquisition is moving pretty quickly, and that FDOT has started to schedule meetings with Phase II stations to OK station footprints and begin the acquisition process.
 - iii. Mr. Arsenault asked for an update on whether an extra track will be needed for the Kissimmee station. Ms. Olore said FDOT is working to address city concerns about the turnout location; Mr.

Arsenault asked that FDOT let the city know when plans have been revised.

f. Station design and location

- i. Ms. Gutierrez said that FDOT has been meeting with jurisdictions to review 30 percent station design plans and get ready for the 60 percent plan reviews. She requested that all jurisdictions submit formal comments on the 30 percent plans as soon as possible, and if no comments are received, the 60 percent plans will move forward. Please speak now so that we can include your comments, so that when we get to 100 percent and you decide to review it, there's nothing we can do then. She also requested that jurisdictions submit comments on the 60 percent plans, which will be reviewed at meetings to be scheduled.
- ii. Mr. McCollum asked about the schedule for 60 percent plans, as several Seminole stations have changed from the 30 percent plans.
- iii. Ms. Gutierrez said that 60 percent plans for Lake Mary, Sanford and Longwood will be staggered, but that comments from others are due by the end of the month.
- iv. Mr. Omana asked when Lake Mary will receive their 60 percent plans; Ms. Gutierrez said most likely on Oct. 21. The rest will go out Oct. 7th.
- v. Mr. McCollum said he anticipated that issues will be resolved in time for the Oct. 21st submission.
- vi. Ms. Joanne Cornellis of Lake Mary, a member of the audience, said that the Lake Mary station needed to be settled quickly so she didn't have to walk as much. She also requested that Lynx bus Link 45 operate on Sundays.
- vii. Mr. Grovdahl asked what individual stations and local jurisdictions are thinking of regarding bike racks vs. bike lockers.
- viii. Mighk Wilson of Metroplan Orlando said that it was great that CRT could accommodate bicycles on board, but that secure parking at the stations is critical and racks aren't sufficient. He asked that bike lockers not be precluded from future installation as stations are designed. Trying to come in after the fact and shoe horn them in if they haven't been planned for is a real challenge. He said that Metroplan Orlando's Bicycle and Pedestrian Advisory Committee can help explore potential funding sources for bike lockers.
- ix. Mr. Omana said that Lake Mary is weighing all its options, since the station is right next to the city's downtown area. He said he would like to meet with Mr. Wilson to examine options.
- x. Ms. Darnall said that Lynx has bike lockers at Lynx Central Station, but they're not used by riders. She said she believed that maintenance workers use the lockers to store supplies.
- xi. Ms. Olore said that bike lockers are not part of the base costs, but that there are accommodations for bike racks. She said that station

designs should not inhibit bike lockers, but that it's up to different jurisdictions to decide because they are not included in the base costs.

- xii. Mr. Wilson asked whether safety plans will address at-grade street crossings, as there could be some ADA issues where crossings are skewed. Identifying some of these priority locations and figuring out a strategy to address them would be helpful.
- xiii. Ms. Olore said that FDOT has done a diagnostic review of crossings to review safety enhancements for Phase I. But she cautioned that FDOT does not plan to address any connectivity or crossing issues outside the limits of the project, as that is not within the project realm.
- xiv. Mr. Welzenbach asked whether Mr. Wilson was talking about access across the tracks for cyclists and wheelchairs. Ms. Olore said that FDOT did a diagnostic review for safety issues but would not be upgrading all crossings.
- xv. Ms. Neiswender said that a skewed track could cause bikes to drop into the wedge where the track is located. He said he didn't know what the solution might be, but couldn't see how FDOT could be expected to close the gap at all crossings. Maybe it needs to be posted that people need to walk their bikes across the track.
- xvi. Mr. Wilson said that there are design solutions to straighten out a skewed track.
- xvii. Mr. Neiswender said, I can tell you that the city's solution will be to post a sign to walk your bike across the track. But it is a good point.
- xviii. Mr. McCollum asked whether there is any rule of thumb, such as if you have 300 parking spaces for passengers, that you should also have 2 percent for bikes? Mr. Wilson said that he did not know of any firm research or rule of thumb, but said there are many models that could be used if need be.
- xix. Mr. Neiswender said that Europe, particularly Amsterdam and Paris, are far more advanced than the U.S. with the integration of bicycles and transit. He said that most bicyclists ride "a junker" to the train station, lock it up and have another "junker" at their destination.
- xx. Mr. Spinella asked whether bicyclists will be allowed to bring their bikes on the train? Ms. Olore said they would.
- xxi. Mr. Neiswender said that may only last for a while, until the passenger trains get too crowded.

g. Joint-use agreement status

- i. Ms. Olore said that FDOT is currently working on Joint Use Agreements with localities and should have them complete within the next few months. The agreements will be negotiated between FDOT and local funding partners.

1. Mr. McCollum said it would be helpful to have a draft available by the first of the year to coordinate upcoming budget needs with regard to CRT. Ms. Olore said that was the time-frame FDOT was considering, as well.
 - ii. Storm water design criteria
 1. Ms. Olore said that storm water retention ponds design criteria at station stops would reflect local funding partner design standards (with the exception of existing DOT ponds). The local funding partners will be responsible for maintenance. Mr. McCollum said that in most cases, the storm water hydraulics won't change and will meet the St. Johns River Water Management District standards. It's really a question of whether to fence or not fence the ponds, and Seminole County prefers not to fence.
 2. Logo Development and Public Outreach – Ms. Gurnee
 - a. Ms. Olore said that the Central Florida Commuter Rail Commission met in September, and as part of FDOT's design efforts, sign design and logo development will be included. Ms. Gurnee said that myRegion.org is now out in the community with surveys, which also are available on-line at www.cfrail.com, to solicit input into the design and name of the system. She encouraged all TAC members and each jurisdiction to encourage members of their local communities to participate. Jim Bockstall, who is a part of the design team, will take that information and develop concepts that will be presented to the TAC and, ultimately, the Central Florida Commuter Rail Commission for a decision in December.
 - b. Upcoming Presentations
 - i. Ms. Gurnee detailed upcoming presentations.
 - c. Urban Land Institute Sustainability Award
 - i. Ms. Gurnee said that the Central Florida Commuter Rail project recently was awarded an Urban Land Institute Sustainability Award for helping to create more livable communities in Central Florida.
 3. Central Florida Commuter Rail Commission – Mr. Neiswender
 - a. Update on Interlocal Agreements/alternate designations
 - i. Ms. Neiswender briefed TAC members on the Sept. 19th Central Florida Commuter Rail Commission meeting. He said that Ms. Olore provided status reports similar to what TAC member receive monthly, updated commission members on procurement activities, legal agreements and implementation deadlines. CFCRT COO Pete Turrell also was introduced and warmly received. Relative to the TAC, Mr. Neiswender said he reported on station development and right-of-way acquisition. He said that George Nickerson, an attorney for Osceola County, has drafted proposals to provide for voting alternates for the Commission and the TAC, and that those

are ready to go. He said that FDOT will review legal agreements to determine what, if any, dates need to be conformed to agreements, and the necessary amendments will be put together so that no dates are inconsistent.

- ii. Mr. Neiswender said that FDOT is working with the FTA to determine if additional agreements will be needed. To the extent that any of those items can be brought forward, agreed to, drafted and sent out within about a month, we'll be ok. If not, they'll have to go on a later cycle of renewal, probably in the spring. He said that the TAC's objective is to have a minimal number of changes to the agreements from a practical standpoint. He said that Ms. Olore will determine what issues need to be addressed, and those will be vetted through the staffs and attorneys of the funding partners and prepared for distribution. Amending the agreements require the funding partners to agree in writing in advance of the action to be taken by the commission. So if we meet at our next meeting in December, then we have to have in hand the authorizations of all the five funding partners prior to that time. He said that local approvals to changes should be complete by the end of November, and requested that representatives of the local funding partners forward to Ms. Olore future meeting dates to get changes to the agreements schedule.
- iii. Mr. Harrison said that some counties have long lead times for submission of materials prior to meeting dates.
- iv. Mr. Neiswender said that the Commission expects to see at least the voting alternates and date changes at their December meeting.

4. Other Committee issues

- a. No additional committee issues discussed.

COMMITTEE MEMBER COMMENTS

1. Committee comments

- a. Mr. McCollum said that state lawmakers will soon start to prepare for next year's legislative session. He said he was aware that a community-based group was meeting to help prepare for the session, but offered the help of policy-makers and the TAC if the need arises. Anything we can do to help or disseminate information to and from our elected officials, please let us know.
- b. Mr. Spinella asked for clarification on the 60 percent station plan deadlines. Ms. Gutierrez said that three stations: Sanford, Lake Mary and Longwood, will go out on the 21st. As soon as they go out, she will be contacting everyone to set up the meetings shortly thereafter. We expect to have station designs complete by the end of November.

- c. Mr. Marcotte asked whether amendments to interlocal agreements would require re-execution of agreements that Winter Park has with Orange County, as well? Ms. Olore said the state was not a party to Winter Park's agreements, so his question should be directed to Orange County.
- d. Mr. McCollum asked when the Commission meeting was scheduled in December. Ms. Olore said that Mayor Dyer's office handles that scheduling.
- e. Mr. McCollum said that the Seminole County Commission meets once in November and once in December, and normally requires a four week lead time for agenda items.
- f. Mr. Neiswender asked TAC members to e-mail Ms. Gurnee deadline dates for submission materials so that meetings can be scheduled.
- g. Ms. Schnebly asked whether there were other dates that could be considered to discuss amendments to the interlocal agreements as Mr. Dinneen would not be available. Ms. Olore said that she was unable to accommodate everyone, and because the changes required commission ratification, negotiations already had been scheduled.
- h. Mr. Neiswender said that the topic of discussion would be very limited to conforming interlocal agreements dates. He said that those changes shouldn't be held hostage to the availability of certain people who are unavailable to attend a meeting.
- i. Ms. Schnebly said that Volusia raised some of these dates a long time ago, and she didn't want to sound like the county was not cooperating.
- j. Mr. Neiswender asked what Volusia's objection is to conforming the June 30 date.
- k. Ms. Schnebly said she felt there may be other issues that may need to be addressed, as well.
- l. Mr. Neiswender said that the only date of any time significance is June 30, and asked whether Volusia had a problem with changing the date.
- m. Ms. Schnebly said that she didn't come to the TAC meeting prepared to talk about the issue. But her recollection is that the problem involves the closing date and when bonds would be issued. She said that Volusia is fine with the designation of alternates, but that she hasn't seen any of the other proposed amendments so couldn't speak to the draft language.

PUBLIC COMMENTS

1. Public comments
 - a. Ms. Cornellis said that the 45 bus needs to run every day including weekend so that she doesn't have to walk to church or the Wal-Mart.
 - b. Gavin Hall, a resident, asked whether stations designs considered cooling options, as he imagines standing on a platform in a suit and being hot. Ms. Olore said that all platforms will have canopies and the trains will be air conditioned. Mr. Hall said it gets hot in Florida, and asked whether platform fans were considered.
 - c. Ms. McCollum said that many of the stations will be located adjacent to air-conditioned stores and shops. He said that all the station hosts were

hoping that as the project develops, you're not just going to have a platform and a metal building and a parking lot. You'll have it look more like what you're looking for.

NEXT MEETING

1. Review of meeting dates, times and location
 - a. The next meeting was scheduled for 1:30 p.m. Nov. 5th at the FDOT Orlando Urban office, 133 S. Semoran Blvd., Orlando

ADJOURNMENT

The meeting was adjourned at 2:55 p.m.