

Central Florida Commuter Rail Commission  
Technical Advisory Committee

**Meeting Minutes**

Date: Wednesday, March 12, 2014  
Time: 2:00 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 2:03 p.m.
- Pledge of Allegiance
  1. Confirmation of Quorum
  2. Members in Attendance
    - Tawny Olore, Florida Department of Transportation
    - Tiffany Homler, Osceola County
    - John Angiulli, County of Volusia
    - Brett Blackadar, Seminole County
    - John Omana, City of Lake Mary
    - Cheryl Bower for Jon Williams, City of Longwood
    - John Sember, City of Altamonte Springs
    - Jim Harrison, Orange County
    - Rick Lemke, City of Maitland
    - Don Marcotte, City of Winter Park
    - FJ Flynn, City of Orlando
    - James Arsenault, City of Kissimmee
    - Stuart Boggs, LYNX
    - Steve Sherrer, VOTRAN
    - Gary Huttman, Metroplan Orlando
  3. Members Not in Attendance were:
    - Lois Bollenback, Volusia TPO
    - Russell Gibson, City of Sanford
    - Michael Pleus, City of DeLand
    - Rick Dwyer, City of DeBary
- Agenda Review – Tawny Olore, P.E.
  - Ms. Olore provided the Agenda Review.

**ACTION ITEMS**

1. Adoption of Minutes from Wednesday, February 5, 2014.
  - a. Mr. Gary Huttman requested the meeting minutes be amended to reflect his attendance. Mr. Huttman noted that Gabriella Serrado was present and stated that Ms. Serrado is the designated alternate for MetroPlan. Motion to adopt the meeting minutes with corrections was made by Jim Harrison and seconded by Gary Huttman. The meeting minutes with corrections were adopted unanimously.

2. Election of Officers – Tiffany Homler, Osceola County
3. Ms. Homler gave an overview of the process for the Election of Officers and announced the results for the election of officers for the Central Florida Commuter Rail Commission (CFCRC).
  - Ms. Homler opened the floor for nominations for the Technical Advisory Committee (TAC).
    - a. Brett Blackadar nominated Jim Harrison as chair. Jim Harrison seconded the motion. The motion passed unanimously.
    - b. Jim Harrison nominated Brett Blackadar as vice chair. Brett Blackadar seconded. The motion passed unanimously.
    - c. Tiffany Homler nominated FJ Flynn for secretary. Mr. Flynn stated that he may not be on the committee in the near future. Ms. Homler noted that she nominated the City of Orlando representative on the TAC for secretary. Jim Harrison seconded the motion and the motion passed unanimously.
    - d. Ms. Homler turned the meeting over to Mr. Harrison to continue with the next action item.
4. Resolution for support for the *Service and Fare Equity Analysis* (and Title VI policies) included in the *Draft SunRail Title VI Program* (January 2014) – Sandra Gutierrez, P.E.
  - a. Mr. Harrison deferred to Sandra Gutierrez, P.E. for input and comments regarding the Service and Fare Equity Analysis and Title VI policies.
  - b. Mr. Harrison asked for clarification on adopting the resolution.
  - c. Ms. Gutierrez advised the TAC to recommend the document be approved with the contingency that the FTA’s comments are addressed.
  - d. Mr. Don Marcotte asked for clarification of the resolution.
  - e. Ms. Olore responded that the TAC was not approving the policies but the resolution is to move the documents to the CFCRC for approval as required before revenue service can begin.
  - f. Ms. Gutierrez summarized the process.
  - g. Mr. Huttman motioned to move the resolution forward to the CFCRC for action. James Arsenault seconded and the motion carried unanimously.

### **DISCUSSION ITEMS**

5. Chairman’s Report – Jim Harrison, Orange County
  - a. The next meeting of the CFCRC is April 11, 2014.
6. Project Updates – Tawny Olore, P.E.
  - a. Ms. Olore turned the meeting over to Amy Scales, P.E. to present a project update for station construction.
7. Construction Updates – Amy Scales, P.E.
  - a. Ms. Scales stated the update would be focused on each of the stations.
  - b. A photo presentation was shown as Ms. Scales gave an overview of the progress that has been made to date and the amenities of each station:
    - i. Station Finishes
      - DeBary Station – Photo of decorations and pertinences on the platform.
      - Sanford Station – Landscaping in progress, the fencing is yet to be installed.
      - Lake Mary Station – Parking lot is progressing, items on the platform are wrapped for protection.

- Longwood Station – The majority of the dormers are completed, hand rails and guard rails will be installed.
- Altamonte Springs – Almost completed, trees will be replaced.
- Maitland Station – Parking lot has been striped, guard rails and hand rails are installed.
- Winter Park Station – Photo of the March 3, 2014 Grand Opening of the Amtrak station building.
  - a. Roofing is being completed. Brickwork is complete.
  - b. Don Marcotte commented on the Amtrak grand opening and inquired about different luggage carriers for Amtrak.
  - c. Ms. Olore commented it is the same at other Amtrak stations along the corridor.
  - d. Ms. Scales stated modifications have to be made to the hand rails to accommodate for Amtrak’s large luggage carts.
  - e. Mr. Marcotte confirmed approximately 500 people attended the Winter Park event.
- Florida Hospital – Ms. Scales noted the progress at the Florida Hospital Station and that the hospital will be occupying the executive tower located on the north end of the east platform.
- LYNX Central Station – The wave rail and bus benches are installed and the concrete has been poured.
- Church Street Station – Painting and installation of guard rails and hand rails is being completed.
- Orlando Health/Amtrak Station –Brick work, roofing, and painting is being completed. Digital message signs, security cameras, PA system speakers, and decorative lighting are installed.
- Sand Lake Road Station – Expected to be complete the first week of April.

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

- a. Ms. Olore provided an update on the locomotives. Four locomotives are currently in place with the fifth scheduled to be received by March 14, 2014. Five locomotives are needed for service. The remaining two locomotives are on schedule to be received through March giving a total of five in-service vehicles and two spares. Ms. Olore stated 13 cab cars have been ordered for Phase 1 and Phase 2. The 13<sup>th</sup> cab car and first coach are on the way.
- b. Ms. Olore provided an update on operations and maintenance. The first vehicles have met the 2,500 mile mark. The 500 mile mark for the other locomotives has also been met.
- c. Ms. Olore provided an update on system integration. Ms. Olore stated system integration testing is ongoing. Performance staff are currently testing the ride quality of the train.
- d. Ms. Scales stated she rode the train from DeBary to Sand Lake Road and back to conduct construction checks.
- e. Ms. Olore provided an update on fare collection. Ms. Olore stated 10 of the 12 TVMs are installed. The Church Street Station and Orlando Health Station TVMs will be installed by March 21, 2014. ACS Xerox is conducting tests of the back office and expect to be live by mid-April. The TVMs were functioning and on display at the Winter Park Amtrak event.

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

- a. Ms. Olore provided an update on public involvement and business development. Ms. Olore provided comments regarding the commercials resulting in the increase in hits to the website and length of time visitors are staying on the site to learn about the system.
- b. Mark Calvert clarified that hits to the website went from 900 per week to 2700 hits per day.
- c. Ms. Olore stated to date, marketing has sold approximately 9,000 SunCards. The expected ridership was 4300 total boardings and the FTA has inquired about a contingency plan being in place. Ms. Olore stated that if surpassed, more cars would be added. Ms. Olore

noted the next commercial will roll out mid-March and stated meetings will continue with shuttle facilitation and public involvement.

- d. Ms. Olore referred to the community events scheduled with the train. March 22 and 23, 2014, the train will be at the Winter Park Arts Festival. The grand opening is scheduled for April 30, 2014, and 'Save the Date' invitations for that event were mailed out. Ms. Olore commented on the free service prior to revenue service, and that additional information will be available as construction is completed.
- e. Mr. Huttman inquired if the soft opening would be scheduled before April.
- f. Ms. Olore stated the system has to be safety certified which includes providing a safety and security certification report to the FTA. Additionally, all FRA regulations and plans must be completed prior to allowing for passengers to ride the train. More information will be available by the end of March 2014 of what will be offered.

10. Safety and Security Update – Tawny Olore, P.E.

- a. Ms. Olore provided a safety and security update. Ms. Olore deferred to Marianne Gurnee to address the first responder meeting scheduled on March 13, 2014. Ms. Gurnee also shared about the safety features in place in the schools in Seminole County. Ms. Olore referenced the first responder training in Seminole County with Mr. Alan Harris on February 25, 2014. Hands on emergency exercises will also be held at the Operations and Control Center with all of the first responders in March.
- b. Mr. Angiulli asked Ms. Scales about walk-throughs for the various counties. Ms. Scales stated Trent Carmichael with HNTB would begin contacting the TAC to schedule the meetings beginning next week.
- c. Ms. Olore also stated her office needed the names of the individuals responsible (in accordance with the Joint Use Agreements) for transferring utilities to the local governments and notification when transfers have been completed.
- d. Mr. Angiulli inquired about the art in transit in DeBary and when it will be installed. Ms. Scales responded that she would follow up and provide Mr. Angiulli with the information.
- e. Mr. Angiulli stated Ms. Olore may want to address the issue at the Volusia County Council meeting on March 13, 2014.
- f. Mr. Huttman inquired about the compatibility of the tap on/tap off technology with LYNX.
- g. Ms. Olore stated that LYNX was running a pilot program for the fare validators and TVMs. Ms. Olore stated once completed, ACS Xerox will begin installing the software on the designated feeder buses and then to the rest of the LYNX network.
- h. Mr. Huttman inquired about SunRail express routes.
- i. Mr. Tom Connolly inquired about purchasing a pass and how the transfers work.
- j. Ms. Scales also commented to Mr. Angiulli the artwork has not been installed at the DeBary Station to protect it from potential vandalism.

11. Phase 2 South – Tawny Olore, P.E.

- a. Ms. Olore provided a status update on the Phase 2 activities. Phase 2 made the President's budget on March 4, 2014 and the designation is now in Congress. The designation amount received was 72% of what is needed for Phase 2 South, with an overall Medium-High project rating. Ms. Olore stated a project Scope Schedule and Cost Review with the PMOC and the FTA is being coordinated for possibly May or June. Ms. Olore expects a full funding grant agreement by the end of 2014 with construction starting in Phase 2 by the beginning of 2015.
- b. Ms. Homler gave a special thanks to the City of Orlando, Orange County, Seminole County and the FDOT for going to Washington, DC on behalf of Osceola County. Ms. Homler also thanked Tupperware for their support and stated that the Board of County Commissioners approved the naming rights of the 'Osceola Parkway Station' to the 'Tupperware Station'.

12. Phase 2 North – Tawny Olore. P.E.
  - a. Ms. Olore provided an update on Phase 2 North. Ms. Olore stated there is a meeting with Volusia County on March 13, 2014 to discuss options for double tracking the 12-mile northern extension to DeLand.

#### **COMMITTEE COMMENTS**

13. Mr. Harrison followed up with comments on the commercial and Phase 2. Mr. Harrison invited comments addressing the concerns Volusia County is raising concerning marketing.
14. Ms. Olore stated the approach on the project has always been a regional approach and that this included marketing.
15. Mr. Angiulli commented that information could be provided to the radio and television stations.
16. Ms. Olore stated the information had been provided.

#### **PUBLIC COMMENTS**

- a. “Go SunRail!!” Joanne Counellis of Sanford stated.

#### **NEXT MEETING**

The next TAC meeting was scheduled for May 14, 2014.

#### **ADJOURNMENT**

Meeting adjourned at 3:00 p.m.