

DRAFT

Central Florida Commuter Rail Commission
Technical Advisory Committee

Meeting Minutes

Date: Wednesday, February 4, 2015
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, Jim Harrison, called the meeting to order at 10:09 a.m.
- Pledge of Allegiance
 1. Confirmation of Quorum
 2. Members in attendance:
 - Tawny Olore, FDOT
 - Jon Cheney for John Angiulli, Volusia County
 - Brett Blackadar, Seminole County
 - Jordan Smith, City of Sanford
 - John Omana, City of Lake Mary
 - John Sember, City of Altamonte Springs
 - Jim Harrison, Orange County
 - Noel Cooper, City of Maitland
 - Don Marcotte, City of Winter Park
 - Claudia Korobkoff, City of Orlando
 - Mary Moskowitz, Osceola County
 - Randy Schrader for James Arsenault, City of Kissimmee
 - Andrea Ostrodka, LYNX
 - Steve Sherrer, VOTRAN
 3. Members not in attendance:
 - Rick Dwyer, City of DeBary
 - Michael Pleus, City of DeLand
 - Jon Williams, City of Longwood
 - Lois Bollenback, River to Sea TPO
 - Gary Huttman, MetroPlan Orlando
 4. Introductions:
 - Miguel Torres, P.E., New SunRail Chief Operating Officer (Effective February 23, 2015)
- Agenda Review – Tawny Olore, P.E.
 5. Ms. Olore provided the Agenda Review.

ACTION ITEMS

- 1. Adoption of minutes from December 3, 2014.
 - a. A motion to adopt the meeting minutes was made by Jon Cheney and seconded by Jordan Smith. The meeting minutes were adopted unanimously.

2. Election of Officers 2015
 - a. Claudia Korobkoff, City of Orlando was nominated for TAC chairperson by Jim Harrison and seconded by Don Marcotte. Ms. Korobkoff was elected unanimously.
 - b. Brett Blackadar, Seminole County, was nominated for TAC vice chairperson by Claudia Korobkoff and seconded by Jim Harrison. Mr. Blackadar was elected unanimously to the position.
 - c. Mary Moskowitz, Osceola County, was nominated for TAC secretary by Jim Harrison and seconded by Brett Blackadar. Ms. Moskowitz was elected unanimously to the position.

DISCUSSION ITEMS

1. Chairman's Report – Jim Harrison, Orange County
 - a. Chairman Harrison discussed the last meeting of the Central Florida Commuter Rail Commission (CFCRC) held on January 9, 2015 at the MetroPlan Orlando Office. Mr. Harrison stated that the Customer Advisory Committee (CAC) appointments were discussed and he explained the updates regarding expanded service and ridership.

DISCUSSION ITEMS

2. Project Update
 - a. Expanded Service Update- Tawny Olore, P.E.

Ms. Olore discussed expanded service during the daytime and on weekends and provided TAC members with costs associated with capital investments, operations and maintenance. She said that the information has also been provided to the Central Florida Commuter Rail Commission, which is considering different options. The full financial cost of operating the project will be discussed with each funding partner individually during upcoming meetings. Ms. Olore also said that the late night train instituted by FDOT in December 2014 will run for approximately one year, and then be reassessed by the Department for results.
 - b. DMU Rehabilitation Update - Tawny Olore, P.E.

Ms. Olore gave an update on the possibility of rehabilitating several Diesel Multiple Units or DMUs from South Florida. Ms. Olore explained what each DMU would take in terms of capital cost to get up and running. Ms. Olore also detailed the additional associated costs with DMU rehabilitation, such as special mechanical equipment and spare parts for the units.
 - c. Customer Advisory Committee Appointments
 - i. Marianne Gurnee stated that the first meeting of the CAC is targeted for the March/April 2015 timeframe.
 - d. Operations
 - i. Ridership - Tawny Olore, P.E.
 - Ms. Olore discussed the “Seniors on SunRail” Program.
 - Ms. Olore detailed last month's ridership numbers for off peak service and the destination stations
 - Ms. Olore discussed what metrics from the ridership are being tracked on a daily basis and the increase in ridership due to the holiday season.
 - Ms. Olore noted that ADA and bicycle usage on the trains is staying consistent, and provided details in the presentation.

ii. On-Time Performance (OTP) - Tawny Olore, P.E.

- Ms. Olore stated that in terms of on-time performance, the project is trending at 98 percent OTP. Ms. Olore said that parking lot usage is at 63 percent for the DeBary station in December 2014 and the rest of the parking lots are staying steady in terms of average usage.

iii. Technology - Tawny Olore, P.E.

- Ticket Vending Machines

Ms. Olore stated that the machines are improving and that major upgrades are scheduled for implementation by May 2015. Ms. Olore explained that each month the machines have a scheduled software update that is improving performance. Ms. Olore stated that customer calls and service requests related to the TVMs are decreasing.

iv. Safety/Incidents Report

- Ms. Olore stated that the public involvement team continues to educate the public in terms of railroad safety. She highlighted the recent outreach incentives to help deliver the safety message. Ms. Olore also discussed the youth safety outreach partnership SunRail has with school districts and other community organizations.
- Ms. Olore explained that the Florida Highway Patrol continues to monitor and ticket grade crossing infractions. Ms. Olore noted that in addition, the law enforcement liaison for the project follows up on a regular basis with local police.
- Ms. Olore discussed the most recent incident reports and noted that the statistics include all the trains running on the corridor, including CSX and Amtrak.
- Doug Stencil, Director of SunRail Operations, explained that per a request from the TAC, the data on the recent incident reports has been broken down by city and the information is available in their meeting packets.
- Mr. Stencil gave a high level overview of the project incidents and what the terms on the graphs signify.
- Ms. Olore discussed the parade process and gave all partners the link to the parade permitting information. Ms. Olore explained that all community partners should be alerting the Customer Service Department as to any events near the corridor in an effort to alert the onboard crews.

v. Feeder Bus Service – Andrea Ostrodka, LYNX

- Ms. Ostrodka explained the transfer activity coming from SunRail ridership to LYNX. She stated that LYNX is working closely with FDOT to make the connections smooth and on-time for all riders. She stated that ridership from the LYMMO downtown bus circular has doubled in ridership since SunRail went into service and the stations with the largest increases in ridership are Sanford, Sand Lake Road, Florida Hospital, and Winter Park.
- Steve Sherrer, Votran General Manager, explained SunRail connectivity and discussed December and January Votran ridership at the existing Volusia County SunRail Station in DeBary. Mr. Sherrer explained that the DeBary station is seeing a lot of traffic and use of the parking lot. He stated

that Votran continues to support SunRail and its growing ridership in the county.

e. Marketing/Business Development/Public Involvement

i. Survey results

- Mark Calvert discussed the recent customer service surveys taken within the Downtown Orlando office towers and on board the train. Mr. Calvert explained in detail the results of the surveys, overwhelming customer satisfaction with SunRail service, and areas of improvement needed.
- Mr. Calvert discussed the “Train You Brain” marketing program and co-branding efforts with the Ultimate I-4 Project. He explained how the I-4 billboards work in terms of on time performance and other messaging.

ii. Scorecards

- Mr. Calvert explained that the scorecards are in the information packets distributed to the TAC.

3. Phase 2 Activities – Tawny Olore, P.E.

a. FTA Coordination

- Ms. Olore explained that Phase 2 South project is moving forward with the Full Funding Grant Agreement (FFGA) from the Federal Transit Administration (FTA). Ms. Olore is scheduling meetings with the FTA and will report back to the committee after the meetings to determine the status of the FFGA timeline. Ms. Olore stated that meetings with the Federal Railroad Administration (FRA), FTA and local governments are being scheduled in early March to discuss Phase 2 grade crossing improvements, and an update will be given to the group after the meetings.

b. Right-of-Way Acquisition

- Ms. Olore stated that the right-of-way has been acquired for Phase 2 South and the design process is being completed.

4. Phase 3 Status – Tawny Olore, P.E.

- Ms. Olore stated that the Phase 3 project will begin development in July 2015.

COMMITTEE MEMBER COMMENTS

1. Jon Cheney requested the status of the cost versus revenue analysis report to include an annual updated report as well. Ms. Olore reiterated that the information would be discussed at the individual funding partner meetings that are currently being scheduled.
2. Jordan Smith asked when the first Customer Advisory Committee meeting would take place. Marianne Gurnee explained that the meeting is being targeted for the March/April 2015.
3. Tom Connelly, P.E. asked about the as-builts for the Lake Mary station in order to find a pipe for repair. Mr. Connelly asked about the operations manuals needed to perform maintenance activities in and around the station in his jurisdiction. Amy Scales, FDOT Construction Manager, explained that a lot of that information was already communicated to the municipalities through various meetings with the Public Works Departments. Ms. Scales stated that she would further work with Mr. Connelly to track down the needed information.

PUBLIC COMMENTS

1. Joanne Counelis stated that she would like to have the SunRail Train on weekends, holidays, and nighttime so that no one is stranded. She stated that service gaps need to be closed on all public transportation, including SunRail.

NEXT MEETING

1. The next meeting is tentatively scheduled for March 4, 2015.

ADJOURNMENT

1. The meeting adjourned at 2:32 p.m.