

DRAFT

Central Florida Commuter Rail Commission

MEETING MINUTES

Date: Friday, January 9, 2015
Time: 10 a.m.
Location: Metroplan Orlando
315 East Robinson Street, Suite 355
Orlando, Florida

- Call to Order – Chairman Teresa Jacobs called the meeting to order at 10:06 a.m.
- Pledge of Allegiance
- Confirmation of Quorum
 1. Members in attendance were:
 - Commission Chairman Teresa Jacobs
 - Commission Secretary Buddy Dyer
 - Commission Vice Chairman Carlton Henley
 - Commissioner Jason P. Davis
 - Commissioner Viviana Janer
- Agenda Review – FDOT District Five Secretary Noranne Downs, P.E.
 1. Secretary Downs provided the Agenda Review.

CHAIRMAN'S REPORT

1. Chairman's Report - Chairman Jacobs
 - Chairman Jacobs discussed the positive feedback she was getting from the community regarding SunRail. She stated that the biggest complaint she gets is that the train needs to run more often. Chairman Jacobs discussed the median age (32) of the Central Florida area and how as it gets younger, the demand for public transportation options will increase.
 - Election of CFCRC Officers
 - Mayor Buddy Dyer, City of Orlando was nominated as Chairman by Commissioner Carlton Henley and seconded by Commissioner Viviana Janer. Mr. Dyer was elected unanimously to the position.
 - Commissioner Carlton Henley, Seminole County was nominated for Vice-Chairman by Mayor Buddy Dyer and seconded by Commissioner Jason Davis. Mr. Henley was elected unanimously to the position.
 - Commissioner Viviana Janer, Osceola County was nominated for Secretary by Commissioner Carlton Henley and seconded by Mayor Buddy Dyer. Ms. Janer was elected unanimously to the position.
2. Technical Advisory Committee Update – Jim Harrison, Chairman
 - a. Update from December 3, 2014 meeting
 - Mr. Harrison stated that the project status was discussed and included the upcoming marketing business plan, ridership, and the status of both Phase 2 and Phase 3.

ACTION ITEMS

1. Adoption of minutes from November 12, 2014 meeting
 - a. The meeting minutes were unanimously adopted upon a motion by Chairman Jacobs and seconded by Commissioner Henley.
2. Ratification of the Customer Advisory Committee appointments
 - a. The appointments were unanimously ratified upon a motion by Chairman Jacobs and seconded by Commissioner Dyer.

DISCUSSION ITEMS

1. Expanded Service Update – Tawny Olore, P.E.
 - a. Ms. Olore discussed the late evening trains that started in December 22, 2014. Ms. Olore explained that the project is partnering with various sports and entertainment venues to boost ridership.
2. Expanded service preliminary costs
 - a. Ms. Olore explained that the cost for the fuel to operation Bombardier was the only cost for the current expanded service. Ms. Olore discussed the several factors that go into expanding service, including maintenance costs and additional crew and at least two additional train sets.
3. DMU Rehabilitation Update- Tawny Olore, P.E.
 - a. Ms. Olore gave an update on the possibility of rehabilitating several DMUs from South Florida. Ms. Olore explained what each DMU would take in terms of capital cost to get them up and running. Ms. Olore also detailed additional costs, such as the need to hire special mechanics and obtain spare parts for the units.
3. Phase 1 Project Update – Tawny Olore, P.E.
 - a. Operations Update
 - i. Ridership
 - Ms. Olore discussed the “Seniors on SunRail” Program and the success that the program is experiencing.
 - Ms. Olore detailed the ridership numbers for the off peak service and the destination stations.
 - Ms. Olore discussed what metrics are being tracked on a daily basis and the increase in ridership due to the holiday season.
 - Ms. Olore stated that SunRail’s year-end financials will be discussed with local funding partners within the next several months.
 - Ms. Olore noted that ADA and bicycle usage on the train are staying consistent, and provided details in the presentation.
 - ii. On-Time Performance
 - Ms. Olore stated that in terms of on-time performance, the project is trending at 92%. Ms. Olore said that parking lot usage is at 63% for the Debary station in December 2014, and the rest of the parking lots are keeping steady in terms of usage.

iii. Technology

- Ms. Olore stated that the ticket vending machines (TVMs) are improving and that the major upgrades are scheduled to be implemented by May 2015. She explained that representatives of Xerox are in attendance today to answer questions with regard to the machines.
- Commissioner Davis asked if e-ticketing has been explored as an option. Ms. Olore stated that they are exploring every option, but the focus is on getting the TVMs to work as designed before exploring other options.

iv. Safety/Incidents Report

- Ms. Olore stated that outreach personnel continue to educate the public in terms of railroad safety. She highlighted the recent safety outreach incentives to help deliver the safety message and the youth safety outreach partnership with the school districts and other community organizations.
- 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. Ms. Olore stated that per request from the committee, the data on the recent incident reports have been broken down by city and is available in meeting packets.

v. Feeder Bus Service – Andrea Ostrodka, LYNX

- Ms. Ostrodka explained the transfer activity coming from the ridership from SunRail to LYNX and that LYNX is working closely with FDOT to make the connections smooth and on time for all riders. She stated that LYMMO downtown bus circular has seen a doubling in their 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.

b. Marketing/Business Development/Public Involvement/Customer Service

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 and areas of improvement needed.

ii. Scorecards

- Mr. Calvert explained that the scorecards are in the information packets distributed to the committee. Mr. Calvert highlighted the Marketing and Advertising progress documented in the scorecards.

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

a. FTA Coordination

- Ms. Olore explained that Phase 2 South is moving forward toward receipt of a Full Funding Grant Agreement (FFGA) from the Federal Transit Administration and awaiting inclusion in the President's Budget for FY

2016. She said that the FFGA is on track to begin construction in summer 2015 of Phase 2 South.

- b. Station Development
 - Ms. Olore stated that FDOT is meeting with Volusia County on Phase 2 North, as well as the land owners in DeLand, to discuss the process and finalize site plans.
 - c. Right-of-Way Acquisition (ROW)
 - Ms. Olore stated that the ROW has been acquired for Phase 2 South, and the design process is being completed.
5. Phase 3 Status – Tawny Olore, P.E.
- Ms. Olore discussed the upcoming plans for the Phase 3 expansion to the airport and talked about the planning processes now underway.

COMMITTEE MEMBER COMMENTS

- 1. There were no committee member comments.

PUBLIC COMMENTS

- 1. Joanne Counelis gave a thank you to the project for running on the New Year’s Eve holiday and the expanded service. Ms. Counelis stated that she would like to have SunRail operate 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.

RESPONSE TO PUBLIC COMMENTS

- 1. Mayor Jacobs thanked Ms. Counelis for her attendance at the meeting.

NEXT MEETING

The next meeting will be in April 2015.

ADJOURNMENT

The meeting was adjourned by Mayor Dyer at 11:03 a.m.