

# Central Florida Commuter Rail Commission Meeting

August 29, 2019  
10:00 a.m.  
MetroPlan Orlando  
250 South Orange Avenue  
Orlando, Florida 32801

Attendees: Chair Mayor Buddy Dyer, Vice-Chair Commissioner Bob Dallari, Secretary Mayor Jerry Demings, Board Member Councilman Ed Kelley

## Minutes

<b>Meeting was called to order by Chairman Dyer at 10:00 a.m.</b>	
<b>Pledge of Allegiance and Confirmation of Quorum</b>	
<b>Commission Chair's Announcements</b>	Chairman Dyer
<ul style="list-style-type: none"><li>• The Chair welcomed FDOT, District 5 Secretary, Mike Shannon</li><li>• The Chair recognized the rise in ridership</li><li>• The Chair requested the consent of the Board to add an item to VI. Reports. The addition will be to add a Board discussion regarding the status of Phase II North.</li></ul>	
<b>SunRail CEO Announcements</b>	Nicola Liquori
<ul style="list-style-type: none"><li>• Ms. Liquori recognized Assistant Secretary, Tom Byron, in attendance at the meeting</li><li>• Ms. Liquori recognized FRA Region 3, Chief Inspector, Richard Rusnak, in attendance at the meeting</li><li>• Ms. Liquori noted informational items available in the meeting materials<ul style="list-style-type: none"><li>➢ Assistant Secretary Tom Byron's notification letter to the Commission of the change in leadership</li><li>➢ FRA/PTC 2<sup>nd</sup> Quarter Report</li><li>➢ FTA Quarterly Progress Report</li></ul></li><li>• Ms. Liquori stated that in the month of August update meetings were held with the FRA and FTA. Both were complimentary of the performance of the overall corridor.</li></ul> <p>The Chair requested an update on Hurricane Dorian preparation.</p> <ul style="list-style-type: none"><li>• Secretary Shannon provided that FDOT construction will stop and all items secured at 12:00 noon today.</li><li>• All Emergency Operation Centers are activated. Once the storm has passed, contracts are in place for cleanup.</li><li>• The Secretary stated that SunRail has begun preparation. Messages will be sent out regarding service.</li></ul>	
<b>Public Comments on Agenda Items:</b>	
<ul style="list-style-type: none"><li>• David Porter recognized Orange County Mayor Demings' Transportation Townhall.<ul style="list-style-type: none"><li>➢ Jim Harrison spoke about LYNX as being a part of the transportation solution and its challenges</li><li>➢ SunRail was not represented and the audience would have benefit from receiving a similar overview</li><li>➢ The subject of merging SunRail and LYNX was discussed. He noted a type of merger was not presented in the Transition Consultant's report for transitioning from State to Local control</li></ul></li></ul> <p>Mr. Porter spoke on the conditions at the LYNX NB SunRail Station.</p> <ul style="list-style-type: none"><li>➢ While Security was hired to patrol from 3:00 PM to 8:00 PM, the homeless are typically on the Platform in the overnight and/or early morning hours</li></ul> <p>Mayor Demings stated the recent Townhall meeting was to gather public input prior to future discussions and plans for a Transportation Surcharge Tax. SunRail will be engaged in future meetings.</p> <ul style="list-style-type: none"><li>• Joanne Counelis stated that SunRail needs to be available 24/7, holidays, nights and weekends.</li></ul>	
<b>Agenda Item:</b> Phase II North	

- The Chair noted the May 30<sup>th</sup> meeting of the Commission discussion ensued regarding the potential for flex funds availability for completing the 50% Federal share for completing Phase II North
- Secretary Shannon provided the flex funds have been moved to the FTA and are available to be used for the Phase II North project.
- Ms. Liquori stated at the Commission's last meeting, the amount of Federal Highway funds that would be available for redistribution to the States was unknown. FDOT has applied for the funds but has not yet received an answer.
- The Chair requested Volusia County Councilman provide the desire of Volusia for the Phase II North project.
- Councilman Kelley noted that at a recent meeting with FDOT, utilizing the Federal funds for other projects rather than extending the rail line to DeLand was discussed. After the discussion, information was provided that the funds cannot be reallocated for another project outside of SunRail. Volusia would like to continue the discussion with FDOT that Secretary Shannon proposed toward a solution for Phase II North and asked for the Commission's assistance with presenting a proposal that contains the discussion points
- The Chair asked for Commissioner Kelley to clarify Volusia's position.
- Councilman Kelley stated that for discussion, Volusia could be willing to forego Phase II North in consideration for only accepting the expense of maintaining the DeBary Station and for that, Volusia would withdraw its commitment with the understanding that discussion of the extension to DeLand could be held in the future. Volusia has transportation needs and if FDOT could find funds to help SunRail provide extended hours of operation, it would better serve the Commission's needs than Volusia's needs to transport 200 people a day from the DeLand Station. The meeting with FDOT included some ideas that Volusia is optimistic FDOT will pursue.
- For clarification, the Chair restated that Volusia agrees the system would be better served by not proceeding with Phase II North.
- Councilman Kelley noted that statement was clear; however, with the understanding that it could be brought up at a later time.
- Again, for clarification, the Chair restated that Volusia County will continue to pay for the maintenance of the DeBary Station and Volusia County could no longer have a seat on the CFCRC should that take place.
- Councilman Kelley confirmed the Chairman's restatement.
- The Chairman noted the Legislature appropriated money for a Commuter Rail system to operate 5 days a week at the current level of service. It was a mitigation project for I-4 construction which is ongoing and may coincide with the transition.
- The Chair stated without objection, the Staff of the 5 local funding partners would be asked to meet, analyze the agreements and determine what agreements would be required to be amended or modified relating to Volusia County's stated position and bring the information back to the Commission at the October meeting.
- Commissioner Dallari provided the Commission members need to have an understanding of the financial aspects, governance, responsibility of each of the partners, the existing CIP, the future CIP, legal aspects, the transition, the Contracts for PTC, system length and how the cost will be shared, correspondence from meetings with Volusia County that the CFCRC is not aware of

**Agenda Item:** Transition Update

**Presenter:** Billy Hattaway

- Mr. Hattaway asked prior to giving the transition update, he would like to address Mr. Porter's concerns.
  - The City of Orlando has added additional services to the maintenance contract for LYNX SunRail Station
  - Continued communication with FDOT to have a clear understanding of maintenance responsibilities
  - Addressing security at the Station
- Mr. Hattaway provided the Transition Working Group continues to meet.
  - The Group will be meeting with Secretary Shannon on September 12<sup>th</sup>.
  - The Group will work on negotiating the core issues outlined in the Interlocal Operating Agreement.
  - The Group is working on the scope of an Interlocal Agreement to fund and manage a transition consultant. The Agreement will require some time to finalize as it will require the approval of each partner's Board. The estimated cost for the Agreement is approximately \$1M.
  - The Group is recommending the evaluation of hiring a Chief Operating Officer. SunRail has 4 open positions and having a COO that could help with the transition and represent the Commission. The position could be partially or fully funded by the CFCRC. This detail would need to be worked out with FDOT District 5. This would require a new Interlocal Agreement and the position would include day-to-day operations, evaluating Consultant, Contract Compliance, and help to set up a management and administrative structure under the CFCRC.

**Agenda Item:** Customer Advisory Committee Update

**Presenter:** James Grzeski

- The Chair reported the Committee met on August 1, 2019 at LYNX Central Station
  - A quorum was present.
  - The Committee received Public Comment from a frequent rider that boards at the Sanford Station who noted:
    - Appreciation for the later trains for downtown events
    - Recommended reflective paint on the road at the crossings to remind pedestrians that trains are wider than the tracks
    - Recommended the adoption of day passes for traveling all day
    - Recommended a discounted rate for the Off-Peak hours to increase ridership
  - Steve Olson provided the Agency Update
  - The Committee was briefed by Virginia Whittington, MetroPlan Orlando, on the Transportation Disadvantaged Local Coordinating Board. Ms. Whittington invited a member of the CAC to join that Board.

**Agenda Item:** Technical Advisory Committee

**Presenter:** Tawny Olore

- The Chair reported the Committee met on June 6, 2019 and August 7, 2019
  - Discussed documentation requested by the Committee and provided by FDOT
  - FDOT provided information prior to the August 7, 2019 meeting
  - The Committee is in the process of evaluating the information
  - The Committee discussed
    - Staff Vacancies
    - Bike Storage on Trains
    - Conduent ticketing system
    - Parking lot counts and capacity
    - Quiet Zones
    - PTC completion November 2019
    - Schedule gap between Off-Peak and PM-Peak

**Agenda Item:** Agency Update

**Presenter:** Nicola Liquori

- Ms. Liquori noted a correction to the completion of PTC. PTC is scheduled to be complete by the end of December 2019.
- Quarterly Highlights
  - SunRail's 2019 goals and Marketing Plan
    - Increase Ridership
      - Systemwide ridership is up significantly which is largely due to the opening of the Southern Expansion
      - Ridership goal of 1.5M transactions for the calendar year. Ridership is ahead of the goal at this point in the year
      - Special service opportunities utilizing P341 a Southbound train departing Church St. at 10:30 PM when requested for special events
      - Rider comments received and evaluated the schedule specifically of the P338 and the gap between Off-Peak and PM-Peak
    - Increase SunCard usage
      - The SunRail Mobile App which can be used for account management of the SunCard is at over 10,000 downloads since the Mid-May launch.
      - Continue to promote passes and stored value which provide a better customer value.
      - An enhancement to the calculator tool was completed to educate customers on the savings from the purchase of a single use ticket to a round-trip single use ticket, stored value or purchase of a pass
    - Promote Connectivity
      - SunRail will work with LYNX to wrap Link 155 in the southern part of the system
      - The Choo Choo to the Zoo program ended its second Safety Enhancement
    - Downtown Campus of UCF and Valencia
      - As mentioned, a promotion began for students and faculty and will run through the end of September.
      - Approximately 1,200 have registered for the program from UCF and Valencia and approximately 500 passes are in use

- New Advertising
  - Orlando Health contacted SunRail to pursue wrapping a coach vehicle
    - A tentative agreement of \$5k per month that Orlando Health would pay SunRail advertising fees for a term ending April 2021; however, the advertiser may be interested in extending beyond that date and if the CFRC would like the term extended, the Agreement could be negotiated beyond April 2021.
    - SunRail will wrap a coach car with graphics, subject to CFRC approval, at a cost of \$26K to install and remove. The advertiser would be responsible for repairs to the wrap or the coach
      - The Commission suggested having legal review policies
      - Ms. Liquori provided that legal has completed a review
- New Safety Campaign
  - Grant awarded by Operation Lifesaver and FRA
  - Delivering a safety message through continued outreach
- Additional Safety Measurers
  - Wrapping signal boxes at the crossing of Pine St. and Holden Ave.
  - Crisis signs have been installed along the corridor
- Operational Statistics
  - Grade Crossing Incidents May – June 2019
    - Evaluated by City/County
    - Incidents are followed by after-action reporting
- Operational Performance
  - Boardings by Station is provided for the fiscal year July 2018 through June 2019
    - The fiscal year transactions totaled 1,469,654
  - Average Daily Ridership is provided for May – June 2019
    - June average was approximately 6,500 per day
  - Boardings & Alightings by AM, PM and OFF Peak is provided August 20, 2018 through June 30, 2019
    - The AM-Peak is strongest at DeBary and Meadow Woods
    - Strongest alightings are in the downtown core
    - The PM-Peak is the reverse
    - The Off-Peak is strongest at destination stations
  - Ridership statistics are often requested and can now be located on [SunRail.com/About/TrainInformation](http://SunRail.com/About/TrainInformation) website by Station, by Month, and by Train
- On-Time Performance
  - The Contractual O&M performance requires 95% or better
    - Years of operation 2015 through 2019 met or exceed the benchmark
    - The average for the months of May – June 2019 was 91%
      - May and June performance saw weather and incidents along the corridor including: lightning striking the rail and damaging signal boxes, summer storms, a tree falling on the corridor in June that impacted service
- Call Center Stats
  - Provided for the months of May – June 2019
    - The Call Center received a total of 5,025 calls
    - Complaints were less than 1%
- Schedule Evaluation
  - The Northbound 3-hour gap between P338 and P340.
  - The P338 needed a later shift approximately 30 minutes and with that shift it would net approximately 200 riders
  - SunRail will conduct a broader outreach prior to finalizing the schedule change
  - During the schedule evaluation, it came to light there was an unintended consequence of train meets in Longwood
    - As trains come into Longwood from Northbound and Southbound, signals are triggered that creates an excessive storage of vehicles at those signals
    - By removing the meet and separating the trains spread over the station stops would provide a 5-minute differential in Longwood
      - The Commission requested a FDOT traffic model for S.R. 434 & C.R. 427 to understand the traffic flow

- Secretary Shannon provided that FDOT can provide the information but the modeling is not quite complete
  - Budget Update
    - FY19 Budget was provided from July 2018 through June 2019. The amounts shown are in full accrual.
    - Total Operating Revenue totaled \$17.6M which includes Federal grants received for maintenance of the system.
    - Total System Operating Costs came in under budget at \$38M. Feeder Bus expenses came in under budget and Total Operating Costs, Capital Maintenance and Consultant Support also came in under budget.
      - As mentioned previously, the Capital Maintenance line item shows a budgeted amount which is not necessarily an anticipated expenditure for the year. The actual expenditures are much lower. The items within this category are project oriented. Like the Department's normal Work Program, the funds are committed for projects and paid out over a period time. Of the Capital Maintenance \$7.2M budget, there are approximately \$5M in projects that have been encumbered.
    - Capital Maintenance includes non-recurring maintenance activities or improvements that enhance the system. Of the project expenditures incurred, 53% were improvements along the system.
    - FY20 Budget was extensively reviewed in the CFCRC May meeting. A change to the Operating Revenue since the May meeting is a slight uptick in the 5307 Federal Grant. In FY19 the Grant was \$9.8M and for FY20 it is \$10M

**LYNX Bus Connectivity:** **Presenter: Tomika Monterville**

- LYNX typically has a decrease in ridership in the summer. An increase in ridership can be seen on the Kissimmee Connector. Once the Automatic Passenger Counts (APC) system is in place, LYNX will be able to provide actual counts.

**Votran Bus Connectivity:** **Presenter: Nicola Liquori**

- Mr. Stephens was unable to attend as Votran is in storm preparations
- Connectivity chart is provided
  - Votran is reporting steady ridership at DeBary.

**Action Items:**

- Adoption of meeting minutes from May 30, 2019. **Motion** to adopt minutes passed unanimously
- Adoption of meeting minutes from July 18, 2019. **Motion** to adopt minutes passed unanimously.
- Approval of Letter to Secretary Thibault from CFCRC
  - The Chair noted the meeting materials contained the draft letter being proposed in response to Secretary Thibault's letter. The local funding partners staffs had an opportunity for input. The letter was presented for consideration
  - Volusia was omitted from the signatory as the response from them was they would not be signing.
    - Dan Eckert, Volusia County Counsel, provided that Volusia previously responded to Secretary Thibault's letters.
  - The Chair called for a Motion. **Motion** was made to approve the letter to Secretary Thibault and passed 3 for, 1 against.
- Proposed Fire Station 11 Relocation.
  - Mr. Paul Chipok, Deputy County Attorney, Seminole County, made the presentation.
  - Seminole County has purchased property in Seminole County for the purpose of constructing a Fire Station. The lot width is 100'. The typical Station is 110'. In order to construct the facility, there is property behind the purchased property that is 35' by 125'. The County is proposing to purchase that area out of the drainage pond and conveying a cross-drainage easement to FDOT. The property for the storm water pond was purchased partially with FTA funds. Seminole County will write a letter to FDOT which FDOT will forward to FTA. The property would be taken from the ownership of FDOT and conveyed to Seminole County. Seminole County will pay a pro-rata share for that portion of the property.
  - Seminole County is seeking:
    - 1) Defederalization of the 35' by 125' strip of the SunRail Stormwater Pond to accommodate Fire Station 11. This will entail purchase of the strip from FDOT by the County and then FDOT

reimburses FTA its proportionate share. The County will have title to the property needed for Fire Station 11

- 2) Proceed with the modification to the drainage pond to accommodate the stormwater from both the SunRail Station and the Fire Station and obtaining the appropriate permits and provide a Cross-Drainage Easement to FDOT.
- Authorize the Chairman of the CFCRC to execute any letters, acknowledgements, and documents that are necessary to implement the process.
- **Motion** was made to defederalize a portion of the Altamonte Springs SunRail Station drainage pond to enable the construction of Fire Station on the adjoining property; to proceed with the modifications of the Altamonte Springs SunRail Station drainage pond to accommodate the stormwater from both the SunRail Station and the Fire Station, obtain the appropriate permits, and provide a Cross-Access Easement to FDOT; authorize the Central Florida Commuter Rail Commission Chair to execute such letters, acknowledgements, and documents as necessary to facilitate items 1 and 2 as presented today. The Motion passed unanimously.
- Customer Advisory Committee Member Appointees
  - Ms. Tawny Olore made the presentation.
    - The Interlocal Governance Agreement provides that within one year of the start of service, Osceola County could have two members added to the CAC. Two viable members went to the Osceola County Commission in May for approval and appointment.
    - Osceola County is seeking the ratification by the CFCRC of the two members.
  - **Motion** was made to ratify the appointment of Osceola County's two members to the CAC. The Motion passed unanimously.

#### **Committee Comments**

- Commissioner Dallari expressed his concerns for the safety of everyone as Hurricane Dorian nears Florida.
- Councilman Kelley stated that he is looking forward to further discussion and what may come back to the Commission related to Volusia County's request.

#### **Public Comments:**

- No additional comments.

**Next Meeting:** Thursday, October 31, 2019 @ 10:00 AM

MetroPlan Orlando  
250 S. Orange Ave., Suite 200  
Orlando, Florida 32801

**Adjournment:** Meeting adjourned at 11:20 a.m.