

# SECTION 305 TECH SUB COMM

MINUTES

AUGUST 19, 2010

3:00PM

CONFERENCE CALL

|                    |  |
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| <b>FACILITATOR</b> | <i>Mario Bergeron, 305 Technical Subcommittee Chair</i>  |
| <b>ATTENDEES</b>   | <i>Mario Bergeron, Dale Engelhardt, Rob Edgcumbe, Tammy Krause, Eloy Martinez, Kevin Kesler, Brian Marquis, Curtis McDowell, Jack Madden, Charlie Poltenson, Stan Hunter, Steve Fretwell, Andrew Wood, Mike Treazise, Steve Hewitt, Larry Salci, Jeff Gordon, Leonard Evans, Michelle Muhlanger, Dave Tyrell, Camren Cordell</i> |
| <b>ABSENTEES</b>   | <i>John Tunna, Tammy Nicholson, John Oimoen, Charles Bielitz, Gil Wilson, Bob Haslam, Allan Paul, George Weber, Don Damron, Dharm Guruswamy, Michael Coltman, Shayne Gill, Greg Gagarin, Kevin Lawson</i>  |

## DISCUSSION/DECISIONS MADE

Steve Hewitt took the roll of members present on this "core team" conference call meeting and reviewed the current Action Items list to provide a status on open items.

On a motion made by Charlie Poltenson and seconded by Steve Fretwell, the minutes/decisions/action items summary of the July 29-30 Chicago meeting of the subcommittee were approved, without exception.

Kevin Kesler, FRA, announced that Eloy Martinez had tendered his resignation from FRA (Volpe) and would be moving into a private sector position. Kevin is building a new team from Volpe to assist the efforts of the subcommittee. He introduced Michelle Muhlanger and David Tyrell part of the Volpe Team.

Format/process for proposing/recommending changes as specifications are being developed:

Although the general process preference for developing the next sets of specifications would be to use the individual items format, by which the subgroups submit proposed changes or comments on a form with one per page. On the Bi-level specification two formats were used – the individual items format and a chapter format utilized as a test by the Structural subgroup. Kevin Kesler requested that he get an opportunity to discuss the two formats with the Volpe team and come back to the subcommittee with a process format recommendation. It was agreed that the subcommittee would await the recommendation before deciding on the final format. Kevin is to submit recommendations asap – but, at least, by the next conference call.

Open Records/Tracking process:

In regards to the open record/tracking process – Dale Engelhardt offered two processes for consideration.

1. As changes/comments to the developing specifications are submitted – there would be an ongoing record of those proposed/requested changes and that they would be submitted to the Amtrak team and to Steve Hewitt – who would have them posted on the AASHTO website as an ongoing work in progress.
2. All changes/recommendations/comments are tracked throughout the process by the Amtrak team and a summary be provided at the end of the process. (As is being done with the Bi-Level specification).

The general view was that it would be more concise, efficient and manageable to use the summarization method, and it was agreed that this would be the method used unless subgroups had concerns, recommendations to change the process. If there are concerns or recommended changes they should be submitted to Dale and the Amtrak Team (and Steve Hewitt) in writing.

Project Timelines for the single level and locomotive specifications:

Dale presented a timelines schedule for the two specifications. Team leaders are asked to review the proposed timelines and schedule to determine if they think they are "doable". If there are suggested changes to the timelines, the Team leaders should provide those changes to Dale Engelhardt and Steve Hewitt in writing by the next conference call of the subcommittee.

Final review meeting:

It was decided that the final review meeting would be a two day meeting – with each specification (single level and locomotive) being discussed on separate days. The meeting will be similar in format to the one that was conducted on July 29 in Chicago with core team and industry members invited to attend. At the end of the sessions, the voting members would vote on approval –and, if approved send the new specifications on to the Executive Board.

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| <p><b>Clearance Diagrams:</b></p> <p>Dale Engelhardt discussed single level clearance diagrams that were distributed just prior to the conference call. It was agreed that the Amtrak Clearance level diagrams were ok to be used for the single level specification, but that they may not work for locomotives. Dale was to look into obtaining locomotive clearance diagrams and provide a recommended diagram to Steve Hewitt for distribution by the next conference call. (he would try to get the diagram to Steve by Monday – August 23)</p>   |
| <p><b>Proposal of straw man specifications going forward:</b></p> <p><b>Amtrak Single Level specification:</b><br/>Dale will provide Steve Hewitt, (by the end of this call) with the Amtrak single level specification with CEM.</p> <p>It was determined that, rather than use the three proposed specification straw men (IDOT, Amtrak, Wisconsin) the PRIIA Bi-level specification format will be used as the framework/straw man for the single level specification going forward. The other three proposals will be used for reference information, but the Bi-level document structure, form and verbiage will be the basis used – it was a structure that worked well and will help to provide a consistency moving forward.</p> <p>The Locomotive Team prefers to use the Caltrans performance specification that has been developed and posted as a straw man. Steve Fretwell and his team, however, will work with Dale and Greg Gagarin and the Amtrak team to determine if it is possible to use a car spec for locomotive specification development. If it is not doable – the locomotive team will develop a specification straw man that can be used for all locomotive specs going forward.</p> |
| <p><b>Requirements Document for Single Level and Locomotive Specifications:</b></p> <p>A proposed single level requirements document based on the one developed for the bi-level specification has been presented for consideration to the FRA team. Kevin will review and provide recommendations to Dale and Steve Hewitt by Monday – August 23<sup>rd</sup> for distribution to the subcommittee members.</p> <p>It was agreed that the single level requirements document – if not radically different than the one used for bi-level would not need to go to the Executive Board for approval. The one for locomotive specifications may need further approval of the Board.</p>  |
| <p><b>Configurations Management Process:</b></p> <p>Kevin Kesler has raised the issue of developing a configuration management process – Who does it and how? Who has ownership of design – impacting control of the specification – this will need to be looked at closely. Stan Hunter, Caltrans has been developing a configuration management document and will provide it to the Amtrak team (Tammy and Greg) and it will also be provided to the FRA team for review and consideration. Stan to send it out to Amtrak by the end of the day (August 19).</p>   |
| <p>It was agreed that the next conference call of the full technical subcommittee will be held on September 2<sup>nd</sup> at 3:00pm Eastern, and that a more permanent schedule of regular conference calls will be established at that time.</p>   |
| <p>It was also agreed that AASHTO should oversee the logistics, planning, arranging for meeting accommodations, etc for the two day final review meeting to be held in December. Steve Hewitt and Rob Edgcumbe will advance the discussion with AASHTO staff while in DC for the August 31 Executive Board meeting.</p>  |

### **Action Items Update (New and Current)**

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| Dale to provide Amtrak specification with CEM to Steve Hewitt for distribution to core team by COB August 19.   |
| Amtrak Team and Locomotive Team to discuss use of bi-level format as straw man for locomotive specification and provide recommendation by next conference call.   |
| A locomotive clearance diagram will be provided by Dale to Steve Fretwell for his team to design to (CC to Steve Hewitt), by COB Monday, August 23.   |
| Subgroup teams are to review proposed timelines provided by Dale Engelhardt and let Dale know if the timelines are doable – if not – provide suggested changes in writing by next conf call.  |
| Stan Hunter to provide Amtrak team with draft configuration management document for review and distribution to Amtrak and FRA by COB Aug 19. FRA is to provide input and recommendation with the goal of having team leaders review it and have it ready for consideration by the Executive Board on August 31. |
| FRA to review previous two formats for submitting change/comments/recommendations used during bi-level specification development and provide Dale (cc: Steve Hewitt) with its recommendation by next conf call.   |



8. Requirement documents for single level & locomotive

Dale Engelhardt

9. Review this meeting:

AASHTO/Steve Hewitt

a. Decisions

b. New Action Items

**Technical Sub Committee Conference Call Meeting:  
Thursday 3PM EST: 1-866-209-1307 / passcode 6486648**

Go to meeting invitation link: <https://www1.gotomeeting.com/join/608558625>

***Please call in a few minutes early so all is in attendance for Roll Call.  
Thank you***

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**Timelines Proposal:**

| <b>TASK</b>                                 | <b>DURATION</b> | <b>START</b>       | <b>FINISH</b>       |
|---|-----------------|--------------------|---------------------|
| <b>Single Level Car Specification</b>       | 97 days?        | 8/19/2010<br>8:00  | 12/31/2010<br>17:00 |
| Select Straw man                            | 1 day?          | 8/19/2010<br>8:00  | 8/19/2010<br>17:00  |
| Team Meetings with Recommendations          | 41 days         | 8/27/2010<br>8:00  | 10/22/2010<br>17:00 |
| Submit Change Proposals                     | 2 days?         | 10/25/2010<br>8:00 | 10/26/2010<br>17:00 |
| Amtrak Assemble Proposals                   | 22 days?        | 10/29/2010<br>8:00 | 11/29/2010<br>17:00 |
| Specification Review by Team Members        | 7 days?         | 11/30/2010<br>8:00 | 12/8/2010<br>17:00  |
| Submit Change Proposals                     | 5 days?         | 12/9/2010<br>8:00  | 12/15/2010<br>17:00 |
| Team Meeting Final Review                   | 2 days?         | 12/16/2010<br>8:00 | 12/17/2010<br>17:00 |
| Submit Specification to Executive Committee | 5 days?         | 12/27/2010<br>8:00 | 12/31/2010<br>17:00 |
| <b>Locomotive Car Specification</b>         | 97 days?        | 8/19/2010<br>8:00  | 12/31/2010<br>17:00 |
| Select Straw man                            | 1 day?          | 8/19/2010<br>8:00  | 8/19/2010<br>17:00  |
| Team Meetings with Recommendations          | 34 days?        | 8/20/2010<br>8:00  | 10/6/2010<br>17:00  |
| Submit Change Proposals                     | 2 days          | 10/7/2010<br>8:00  | 10/8/2010<br>17:00  |
| Amtrak Assemble Proposals                   | 24 days         | 10/11/2010         | 11/11/2010          |

|   |          |                 |                  |
|---|----------|-----------------|------------------|
|   |          | 8:00            | 17:00            |
| Specification Review by Team Members        | 6 days   | 11/12/2010 8:00 | 11/19/2010 17:00 |
| Submit Change Proposals                     | 11 days? | 11/12/2010 8:00 | 11/26/2010 17:00 |
| Team Meeting Final Review                   | 2 days?  | 12/16/2010 8:00 | 12/17/2010 17:00 |
| Submit Specification to Executive Committee | 5 days?  | 12/27/2010 8:00 | 12/31/2010 17:00 |