

SECTION 305 TECH SUB COMM

MINUTES

JULY 1, 2010

3:00PM

CONFERENCE CALL

FACILITATOR	<i>Mario Bergeron, 305 Technical Subcommittee Chair</i>
ATTENDEES	<i>Mario Bergeron, Dale Engelhardt, Rob Edgcumbe, Ken Uznanski, Tammy Krause, Kevin KJesler, Eloy Martinez, Jeff Gordon, Jack Madden, Tammy Nicholson, Steve Fretwell, Andrew Wood, Don Damron, Allan Paul, Curtis McDowell, Kevin Lawson, Mike Treazise, John Oimoen, Art Peterson, Leo Penne, Nancy Greene, Michael Coltman, Shayne Gill, Greg Gagarin, Stan Hunter</i>
ABSENTEES	<i>Dharm Guruswamy, Charles Bielitz, Gil Wilson, Bob Haslam, Charles Poltenson, George Weber, Leonard Evans,</i>

DECISIONS MADE

The minutes of the last conference call meeting were approved without exception.

After the roll call had established that there was a quorum present, Chairman Bergeron opened the discussion regarding approval of voting procedures for the Technical Subcommittee. He explained that the Technical Subcommittee will meet at the end of July to approve bi-level specs. To this point decisions have been made by consensus, which could be the case at the July meeting. But there may be a need to vote and we should be well-equipped with voting rules.

Nancy Greene explained that the proposed voting rules were patterned on the voting rules of the Executive Board, i.e. that the member states present would vote individually and that Amtrak and FRA would each cast en bloc the same number of votes as the states total. The total is tallied to determine the outcome.

A state that cannot attend a meeting may designate another state as a proxy for voting purposes. A state may also designate a contractor as proxy. This provision was added after the initial mailing of the draft. Not all members had the final version, which was sent prior to the vote and the contractor proxy sentence was read several times - and discussed. The amended sentence reads: "A state may only provide its proxy to another state or to a contractor it has selected to carry out this purpose provided such contractor is not a manufacturer of rail equipment or anyone else who might have a conflict of interest."

Discussion focused on the issue of avoiding conflict of interest. It was agreed that a Subcommittee member concerned about a possible conflict of interest with a proxy would take that concern to the Subcommittee Chair who would make a determination.

The question was called and seconded on the voting procedures. It was approved unanimously by Amtrak, FRA and the nine member states on the call.

Voting rules approved.

Chairman Bergeron asked for an update on specifications development.

The update was provided by Dale Engelhardt and Greg Gagarin.

The review of the 221 proposed changes plus the modifications by Eloy Martinez's team are ahead of schedule and they are expected to be completed before the July 23 deadline. Several concerns have been raised. Dale Engelhardt will contact Team leaders to discuss these concerns and does not expect to have problems resolving them. Amended versions will be posted weekly. (Note: Many of the chapters as amended, have already been posted to the website – and as additional chapters are completed – they will be posted promptly)

July 22 is the date when the proposed specifications will be available on the web-site to provide sufficient time for review and comment before the July 29-30 meeting.

Chairman Bergeron reviewed the process and schedule. It was decided that the complete bi-level Specifications will be posted by July 22. Written Comments are due by Team Leaders by COB July 26. Priorities are: 1. Issues that must be reconciled; 2. Issues that can be reconciled at the next meeting of the Subcommittee. A final version will be complete for the July 29-30 meeting where comments will be addressed and the Subcommittee will

approve for transmittal to the Executive Board.

As chapters are posted email notices will be issued to the full Subcommittee, including the industry members. Chairman Bergeron asked Dale Engelhardt to open the discussion on the development of a single level specification:

Engelhardt: To date the Technical Subcommittee has focused on the bi-level specification. The teams have done a good job, which we hope will meet everyone's expectations, but there are two other deliverables which are scheduled to be completed by Dec 31, 2010:

1. Single level specification
2. Diesel-electric locomotive specification

Both capable of 125 mph.

Engelhardt said that the structure and process used for the bi-level spec was tried to see if it would work, and it did. Engelhardt recommends that the Teams be continued for the single-level car and that the straw-man process be used. There is no straw man available as there was for the bi-level car, but Amtrak will have one available by the end of July and will offer it as the starting point. In the discussion it was determined that Illinois and Wisconsin had straw man alternatives for the single-level car. They will be considered along with the Amtrak alternative.

Engelhardt asked if there was any dissent on the use of the same structure and process for the single-level car. Curtis McDowell, North Carolina, Kevin Kesler, FRA, and Andrew Wood affirmed support for the structure and process. Team leaders on the call **agreed**. No dissent was expressed.

It was agreed that Team Leaders will check with their teams on maintaining the basic structure and process and report back to Dale Engelhardt by July 9.

Kevin Kesler asked if the Car Integration team was needed. After some discussion, Engelhardt said he would discuss this with the Team Leader Ken Uznanski and report back. If the car integration team is disbanded its members will be offered the opportunity to join other teams.

Locomotive specification:

Steve Fretwell opened the discussion. He said that CalTrans had a spec that could be used as a strawman and would like to get information on the Iowa spec. A spec is also available from Amtrak. Engelhardt, Gagarin or their designee will join with the Locomotive Team and determine how to proceed.

It was asked of CEM would apply to the locomotive spec. The Locomotive Team thinks that S580 overrides CEM. Engelhardt will work with FRA on the issue and get back to the locomotive team.

July 29-30, 2010 Meeting Information:

Chairman Bergeron asked Rob Edgcumbe to report on the status of arrangements for the July 29-30 meeting in Chicago. The meeting will begin at 9:00 a.m. on July 29 with both the core team and all of the subcommittee members participating. The core team will be meeting on July 30 and will adjourn when the job is completed, noon if possible.

Edgcumbe described a meeting room that was available at the Gleacher-Center and that there were other locations also under consideration. Kesler asked whether an airport hotel had been considered and also asked whether it was possible to make an arrangement with a hotel for sleeping rooms and a meeting room. He stressed the importance of delivering a meeting that was high quality.

In the discussion it was noted that both of the airports would be used by attendees and that there were advantages to a downtown location. It was also noted that initially an attendance of approximately two dozen was expected, and that the number was now in the 60s and rising. At this date entering into a contract with a hotel for sleeping and meeting rooms would be difficult and risky.

Kevin Lawson asked if reimbursement for participation by state members was available. Shayne Gill said, yes. Chairman Bergeron said that everything possible should be done to guarantee a successful meeting.

Rob Edgcumbe said that he would report to Chairman Bergeron on July 2 and it was agreed that the Chairman would make the decision on meeting location.

Chairman Bergeron said that he thought a Subcommittee conference call was needed before the Chicago meeting and that he thought it should include all of the Subcommittee members – core team and industry.

After discussion it was **agreed** without dissent that this call should be scheduled for July 15 at 3:00 p.m. and that the agenda should include:

 Status of bi-level spec and explanation of process going forward—including July 22 posting and comment period.

 Purpose and general organization of July 29-30 meeting – including explanation of approval process.

Kevin Kesler reported on the status of the 305 Committee grant request from Amtrak to FRA. Kesler said that the request had been by Amtrak to FRA without intellectual property provisions and that FRA had sent it back with these provisions restored on June 30. If issues remain he recommends that Amtrak and FRA principals should convene and settle them. Kesler said that everyone was supportive of full funding and there were no problems with the contingency funds. He said he would check on the status and report to Chairman Bergeron. FRA contracts has extended the deadline for action to July 15.

Kesler asked what the process was for the bi-level spec beyond the July 29-30 meeting, assuming it was approved. Chairman Bergeron said that the Executive Board had established a series of steps and a schedule and that this should be available to the Technical Subcommittee prior to the July 15 phone call and reviewed at the July 29-30 meeting to assure understanding by all.

Action Items Update (New and Current)

Steve Hewitt to promulgate voting procedures as approved

In regards to determining whether or not to maintain current structure and process –team leaders are to confer with their teams and report to Dale Engelhardt by July 9. Dale to report to Chairman Bergeron.

In regards to whether or not the Car Integration team is needed going forward – Dale Engelhardt to discuss with Team Leader Ken Uznanski and report back on the next call. If the car integration team is disbanded its members will be offered the opportunity to join other teams.

Decide on straw man for single level cars (Amtrak, Wisconsin, Illinois or combination) by August 23rd

In regards to a deciding on a strawman for Locomotives – (Caltrans has a spec that could be considered as does Iowa and Amtrak) Dale Engelhardt and Greg Gagarin (or their designee) will join with the locomotive team to determine how to proceed.

It was asked if CEM would apply to the locomotive spec. The Locomotive Team thinks that S580 overrides CEM. Engelhardt will work with FRA on the issue and get back to the locomotive team

Rob Edgcumbe will provide the Chairman with proposed Chicago meeting location options by July 2. Chairman Bergeron will make the decision on the location. Steve Hewitt will circulate meeting location information to all attendees.

Steve Hewitt to circulate Chicago attendee list

Agenda for the Chicago meeting will be developed by the Chair's office and circulated to attendees by Steve Hewitt

Kevin Kesler to check on the status of the Funding Grant agreement and report to Chairman Bergeron. FRA contracts has extended the deadline for action to July 15.

Prior to July 15 conference call, Steve Hewitt to circulate the schedule and series of next steps for the bi-level specs (beyond the July 29-30 meeting) as determined by the Executive Board at the May 26 meeting of the Board.
As chapters are reviewed and amended by the Amtrak team – AASHTO will post them on its website as soon as they are received and Steve Hewitt will alert all subcommittee members as chapters are posted. (many chapters are already posted)
The next conference call meeting of the subcommittee will take place July 15 at 3:00pm – An agenda will be prepared in advance – Steve Hewitt to notify all subcommittee members of the call and distribute the agenda

ATTACHEMENTS



PRIIA Section 305 Tech Sub Committee Meeting

July 1, 2010

The agenda for the meeting is below:

- | | |
|--|---------------------|
| 1. Review meeting | Chair |
| 2. Roll Call | AASHTO/Steve Hewitt |
| 3. Approve Minutes
Review Action Items | Steve Hewitt |
| 4. Approve voting procedures | Mario Bergeron |
| 5. Update on Spec Development | Greg Gagarin |
| 6. Begin development of a single level specification.
-Utilization of Existing Break Out Teams for single level cars
-Identification of "straw man" specification for single level | Dale Engelhardt |

coach car, and cab car
-What does the locomotive team require for support?

7. July 29 – 30, 2010 Meeting Information

Rob Edgcumbe

8. 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***

Voting Procedures – as approved – July 1, 2010:

PART C. – TECHNICAL SUBCOMMITTEE

1. Membership of Technical Subcommittee

The Technical Subcommittee will be open to all Committee members

2. Officers of the Technical Subcommittee

The Technical Subcommittee will have a Chair and two Vice Chairs who shall be voting members appointed by a vote of the Executive Board and serve for two year terms. One of these three positions will always be occupied by an Amtrak representative. Other officers may be created as deemed necessary by the Subcommittee. The Chair of the Executive Board may designate a representative of the Executive Board to serve as liaison between the Executive Board and the Technical Subcommittee.

The duties of the Officers of the Technical Subcommittee will be as follows:

Chair:

The Chair will schedule and preside at all meetings of the Technical Subcommittee. He/she will serve as the official representative of the Technical Subcommittee to the Committee and Executive Board. He/she will ensure there is a balanced representation on the Technical Subcommittee in order to be able to carry out the mission of the Committee. He/she will be responsible ensuring the Technical Subcommittee takes the supportive action necessary to assist the Committee in achieving its objectives and will perform all such other duties as usually pertain to such office.

Vice Chairs:

The First Vice Chair will preside at meetings in the absence of the Chair. He/she will assist the Chair in the development and conduct of Technical Subcommittee activities.

The Second Vice Chair will preside at meetings in the absence of both the Chair and First Vice Chair. The Second Vice Chair will also be responsible for coordinating tasks with Amtrak as required to fulfill the mission of the Committee.

3. Purpose and Responsibilities of Technical Subcommittee

The purpose of the Technical Subcommittee is to: (1) develop and/or evaluate alternative passenger rail car and propulsion technologies and designs, (2) evaluate proposed vehicle subsystems, (3) establish performance and safety criteria standards, develop specifications, (4) respond to requests made by the Committee or Executive Board to assist in carrying out their duties; and (5) any such other tasks and duties as may be assigned by the Executive Board.

The Technical Subcommittee will maintain an updated catalog of one or more approved passenger vehicle specifications that are determined to be eligible for use in the Next Generation Passenger Rail Equipment Pool. As appropriate, it will develop its on-going efforts into recommendations for the Executive Board to act upon. The complete specifications or portions thereof may, as determined by the Executive Board, be subject to use limitations.

4. Subjects to be addressed by the Technical Subcommittee

Subjects to be addressed by the Technical Subcommittee may include but are not limited to:

- Safety criteria
- Regulatory compliance requirements and procedures
- Interoperability of car/locomotive/infrastructure requirements
- Performance criteria
- Passenger car interior configurations, including design enhancements to facilitate travel by the disabled and elderly communities
- Passenger amenities
- Motive power
- Operational issues
- Efficiency of operations
- Economies of scale benefits from common fleets

- Servicing/inspection requirements
- Maintenance and overhaul criteria
- Procurement guidelines
- Inventory criteria for both spare parts as well as vehicle spare margins
- Maintenance facility requirements

5. Initial Meeting of Technical Subcommittee

At its initial meeting, the Technical Subcommittee will establish procedures regarding its orderly functions, etc. It may form task forces to focus upon specific issues. It will determine what, if any, financial support may be needed to carry out its mission and recommend to the Finance Subcommittee what such requirements may be. It is recommended that the Officers of the Technical Subcommittee initially include representation from states that fund Amtrak train service or that are funding corridors in development, or representative of professional organizations that represent states (e.g., AASHTO) and/or represent Amtrak.

6. Quorum and Voting

There shall be two classes of members in the Technical Subcommittee: Voting and Non-Voting Members. FRA, Amtrak, and one representative of each member State shall be voting members. All others shall be non-voting members.

Voting members may vote in person or by proxy. The Chair of the meeting shall determine the validity of all proxies. Generally speaking, a proxy should be provided to the Chair in writing in advance of the meeting and kept with the minutes of the meeting. A state which does not have a representative physically present at the meeting but which has authorized another individual by proxy to represent it at the meeting will be considered present and participating at the meeting for purposes of voting and determining a quorum. A state may only provide its proxy to another state or to a contractor it has selected to carry out this purpose provided such contractor is not a manufacturer of rail equipment or anyone else who might have a conflict of interest.

A formal Technical Subcommittee vote may be taken only when a quorum is present.

A quorum shall consist of a majority of the State members of the Technical Subcommittee, with each State counting as one member, plus at least one representative from Amtrak and one representative from FRA.

Decisions of the Technical Subcommittee shall be made by consensus whenever possible. Where there is lack of consensus, i.e., if there is opposition to a substantial issue by any state, FRA or Amtrak, a decision will be made by a majority of the following votes calculated as follows:

- * a total of votes cast individually by each representative State on the Subcommittee participating in the meeting;
- * the same total votes cast en bloc by Amtrak; and
- * the same total votes cast en bloc by the FRA Administrator or designee.

Note that the number of votes cast at any particular time will depend on the actual number of state representatives present and voting at the Subcommittee meeting (or voting by proxy and thus considered present and participating) at the time a vote is taken. The votes should be recorded and kept with the minutes of the meeting.

A dissenting member may provide for the record a written explanation of the dissenting position. The Chair may also request a dissenting member to prepare such an explanation (a "position paper" on the dissenting member's position). If the Chair determines it would be helpful for the Executive Board to review the dissenting member's position paper when considering a Technical Subcommittee recommendation, the Chair may provide the position paper to the Chair of the Executive Board.