

SECTION 305 TECH SUB COMM

MINUTES

JULY 29, 2010

9:00AM

MEETING – CHICAGO, IL

FACILITATOR	<i>Mario Bergeron, 305 Technical Subcommittee Chair</i>
ATTENDEES	<i>Core Team members: Mario Bergeron, Dale Engelhardt, Rob Edgcumbe, Ken Uznanski, Tammy Krause, Greg Gagarin, Nancy Greene, Eloy Martinez, Kevin Kesler, Dharm Guruswamy, Brian Marquis, Curtis McDowell, Kevin Lawson, Jack Madden, Stan Hunter, Steve Fretwell, Andrew Wood, Art Peterson, Mike Treazise, Steve Hewitt, Shayne Gill, Bill Bronte</i>
ABSENTEES	<i>John Tunna, Tammy Nicholson (proxy given to Wisconsin), John Oimoen, Charles Bielitz, Michael Coltman, Gil Wilson, Bob Haslam, Allan Paul, George Weber, (proxy to Art Peterson), Don Damron, Leonard Evans</i>

DISCUSSION/DECISIONS MADE

Chairman Bergeron reviewed the purpose of this meeting; and gave a presentation which provided an overview of the formation of the Technical Subcommittee; PRIIA S305 legislation; a history of the industry participation; and the organizational structure of the technical subcommittee with its original 7 subgroups. Mario also summarized the milestones met, or to be met, by the subcommittee and a description of next steps. Mario thanked all of the core team members, the Executive Board, and the industry participants for all their hard work in getting us to this point in the process. In describing the next steps, he noted that the objective of this meeting is to approve the Bi-Level specification and to turn it over to the Executive Board which will, in turn, provide it to a Review Board comprised of: Mario Bergeron, Kevin Kesler, Bill Bronte, Scott Witt and Dale Engelhardt and consultant Larry Salci. The Review Board would then provide a report to the Executive Board by August 20, 2010 for Executive Board approval in Washington, DC on August 31. Mario also touched upon the next steps for the Technical Subcommittee: developing a PRIIA single level specification and locomotive specification by December 31, 2010. (Presentation attached))

Steve Hewitt took the roll of core team and voting members to determine the presence of a quorum. A quorum was established. (Voting members from Amtrak, FRA and 8 states were present –quorum requires Amtrak, FRA and 6 states)) Steve also reviewed the contents of the handout folder distributed to each attendee and noted that the work of this subcommittee, as well as that of the Finance subcommittee, the Administrative Task Force, and the Executive Board is captured on the AASHTO website: www.highspeed-rail.org via minutes of every meeting, webinar, and conference call held. Additional information is also on the site including By-Laws, Statute, Participants lists etc. and Steve described a newly developed context/background/activities summary document for the full NGECC Committee, which is now posted and will be updated each month.

On a motion made by Washington State and seconded by Caltrans, the minutes of the July 15 conference call meeting of the Technical Subcommittee were approved without dissent or exception.

Presentations were given by Dale Engelhardt and Greg Gagarin describing the process followed to develop the PRIIA Bi-Level Specification and providing an overview of the structure of the specification; as well as a description of the number of changes addressed, and the process by which remaining change requests (submitted in writing through subgroup leaders, and categorized as priority 1 or 2) will be reviewed and decided upon during the course of the meeting. This process is also outlined in the agenda.

Dale Engelhardt advised the attendees that the specification was to include the addition of food service cars and business class cars. The Interiors sub group was consulted and had accepted these car types, with the addition of three proposed changes. Those changes were discussed and presented at the meeting for consideration and approval along with the specification.

Greg Gagarin provided a summary of the work on the Bi-Level specification, and gave a summary of the status of changes proposed to the C21 spec used as the basis for the new PRIIA Bi-Level Specification. The document consists of 518 pages and 23 chapters. Each of 5 technical subgroups (Structural, Interiors, VTI, Electrical, and Mechanical) was assigned specific chapters to review. A total of 455 comments were received and 427 of those were accepted – of those -30 were accepted with amendments, and 28 were not accepted, but were reconciled.

In accordance with the format and process described, a technical expert review team (Tammy Krause and Greg Gagarin) and the corresponding subgroup leader followed the procedure of hearing from the team member recommending a change, and a discussion ensued with the expert review team, and an open discussion. After

each presentation, negotiation, and open discussion had concluded; the expert review team accepted the proposed change, did not accept the change, or accepted an amended version of the change proposed. In some cases, the changes offered simply required a clarification, and were withdrawn once explained. The complete summary of all changes considered at the meeting and the decisions made accompany these minutes.

At the conclusion of the review of all requested changes – a summary of the decisions was presented to the subcommittee attendees, and it was agreed that the Chair should entertain a motion to approve the PRIIA Bi-Level Specification. On a motion to approve the proposed specification, offered by Eloy Martinez and seconded by Stan Hunter, the voting members and/or their proxies were polled for the record.

Vote Results:

FRA – Eloy Martinez – approve
Amtrak – Mario Bergeron – approve
North Carolina DOT – Curtis McDowell – approve
Louisiana DOT – Kevin Lawson – approve
Illinois DOT – Art Peterson (proxy for George Weber) – approve
California DOT – Stan Hunter – approve
Washington State DOT – Andrew Wood – approve
New York State DOT – Jack Madden – approve
Wisconsin DOT – Mike Treazise – approve
Iowa DOT – (Wisconsin has the proxy) – approve

The PRIIA Bi-Level Specification was approved unanimously by all voting members present.

It was agreed that the specification will be turned over to the Executive Board Chairman, Bill Bronte – who will transmit it to the Executive Review Board (as described previously) for measurement against the approved requirements document. The Review Board will file its report with the Executive Board by August 20 and the Bi-Level Specification will be taken under consideration for approval by the Executive Board at its August 31, 2010 meeting in Washington, DC.

Mario Bergeron led a discussion of next steps and introduced Larry Salci, Interfleet, as the consultant who will work with the Review Board in assessing the Bi-Level Specification and will draft the report to the Executive Board. Larry gave a presentation to the subcommittee which provided an overview of the review process and his background and experience. (Mr Salci's presentation accompanies the transmittal of the minutes)

It was agreed that the Executive Board had mandated, in its inaugural meeting, that the next sets of specifications to be considered, after the Bi-Level Spec, were the Diesel Locomotive and Single level specifications. The issue was raised by Mike Treazise, Wisconsin, concerning the need to develop specifications for trainsets rather than only considering standalone single level cars. An informal poll of state members present showed that there were a number of states who felt that trainsets were important to their programs and others who were more in favor of standalone single level cars. It was agreed that the current mandate from the Executive Board is to develop the locomotive and single level car specifications, and that any change to that mandate must come from the Board. Chairman Bergeron agreed that this item should be taken to the Executive Board for its determination. It will be placed on the agenda of the August 31 Board meeting. The issue is prioritization – the Board will need to switch the priority to trainsets if that is the decision coming out of the Board meeting on August 31.

It was agreed that the timeline for the next specs should provide a longer period of time for review than was allowed for the Bi-level. This would prevent inconsistencies and produce a more finished document. Dale will draft a timeline and process for consideration on the next tech subcommittee conference call.

In regards to a "straw man" for the single level specification, by the next conference call of the tech subcommittee, Dale would propose a specification to be used - from among the Illinois, Wisconsin, and Amtrak specifications – or a combination thereof.

It was agreed that the Bi-Level document format would be the basis for single level car specification. Using the same vocabulary and format with similar language and terminology.

Steve Fretwell, Caltrans, briefed the attendees on the status of the locomotive specification development. The locomotive subgroup is now comprised of over 30 members and will sub divide into two or three groups within the subgroup. There is a draft "straw man" on the website (a recently revised version) for comment. Steve reported that the team is on schedule, has made a lot of progress, and anticipates delivering a draft specification in advance of the due date. It was explained and agreed that the locomotive spec will be in sections not chapters and that the Locomotive subgroup, as constituted, will be sufficient. (as a standalone subgroup)

The meeting of the technical subcommittee, having completed its business as itemized in the agenda, adjourned at about 5:30 PM.

Action Items Update (New and Current)

- Rob Edgcumbe to draft cover letter for transmitting Bi-Level specification to Exec Board Chair, Bill Bronte.
- Steve Hewitt to transmit final Specification to AASHTO for posting as soon as the document has been finalized
- Dale Engelhardt to provide recommendation for single level "straw man" from among the IDOT, WSDOT and Amtrak specifications, by next conference call of "core Team" – August 19.
- Decide on straw man for single level cars (Amtrak, Wisconsin, Illinois or combination) by the next conference call of the subcommittee.
- Decide on the straw man for the locomotive specs on the next conference call of the subcommittee (a revised draft straw man is posted on the website now – for review and comment to Steve Fretwell)
- Dale to develop timeline and process for the next specifications by the August 19th conf call of the core team.
- Requirements documents for the single car and locomotive specs are to be developed in advance – up front – asap.
- A format for record keeping/tracking changes submitted for the bi-level specs including a summary of proposed changes, whether or not they were accepted (and why – if not accepted) will be developed by Dale Engelhardt by next conf call.
- Greg Gagarin to provide Steve Hewitt with a summary of the changes made to the Bi-Level specification during the Chicago meeting – for transmittal as part off the meeting minutes/summary.

ATTACHEMENTS

