

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES JANUARY 10, 2018 3:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Tim Ziethen, Brent Thompson, Eric Curtit, Ray Hessinger, Arun Rao, Tim Hoeffner, Amanda Martin, Brian Beeler II, Beth Nachreiner for Michael Lestingi, Steve Hewitt</i>
ABSENTEES	<i>Michael Lestingi, Jason Biggs, Jeff Gordon, Shayne Gill, Strat Cavros, Larry Salci, Sal DeAngelo</i>

DECISIONS MADE

1. Welcome and Open Meeting – Tim Ziethen, Amtrak:

Subcommittee Chair, Tim Ziethen, Amtrak, opened the conference call meeting and asked Steve Hewitt to call the roll.

2. Roll Call – Steve Hewitt:

Steve Hewitt called the roll and confirmed the presence of a quorum

3. Status Update - Action Items - Steve Hewitt:

Legislative Outreach Task Force – developing a strategy and implementation plan to obtain future federal funds for the NGENC: Each state member and Amtrak is to work with its Government Affairs office and ask that the two-pager (currently being finalized) be included in its package during Hill visits to keep the NGENC on Congress’ radar even though we are not yet ready to ask for more money.

A “regular update/report card/dash board” will be developed through the NGENC Legislative Task Force with the intent that it be provided to Congress through the states and Amtrak Government Affairs Offices as a means of continuing the outreach and education on the activities of the NGENC.

On 6-28-17, Eric Curtit reported that he is focusing on the NGENC two-pager document which he believes is an effective tool for educating the Hill. Eric believes that the current version needs to be updated to add in something that emphasizes the importance of maintaining/updating/revising the specifications as one of the more critical responsibilities of the NGENC.

On 11-15-17, it was agreed that FASC members would review the DRAFT document and provide comments and suggested changes in advance of the next FASC call – 12-13-17. Steve Hewitt was asked to also provide the current draft to the Executive Board in advance of the next call 11-22-17, so that it is aware of the thinking, and to solicit Board member input as well. Eric Curtit will walk the Board through the document and describe what the goal is for its use going forward.

The plan is to have the educational piece updated, finalized and printed in advance of the NGENC Annual Meeting in DC on 2-23-18.

Status: 12-13-17:

Eric Curtit was unavailable for today’s call (12-13-17), and asked Steve Hewitt to report that we have received a set of comments from Dave Warner and no others at this point. We will take Dave’s comments and incorporate them where appropriate. Eric asked that FASC members take a second look at the most recent DRAFT and submit comments asap so that a revised version can be distributed on the next FASC call.

We have received no additional comments as of 1-10-18.

Agenda item 7.

Moving 514 to SAIPRC:

Action: By-Law revisions:

Status: On 11-15-17, the FASC members approved proposed revisions (version 3) to the NGEC By-Laws and Operating Procedures. The approved revisions will be submitted to the Executive Board by 11-16-17 by Steve Hewitt to fulfill the requirement of submitting By-Laws changes to Executive Board members 30 days in advance of the meeting in which they will be considered. The intent is to consider adoption of the revisions on 12-19-17 on the regularly scheduled executive Board conference call.

This task is complete.

Action: Review of the Grant Agreement SOW and Budget as suggested by Amtrak Grants:

The Amtrak's Grants Office, recommended that instead of reviewing only the sections of the SOW and budget associated with 514, the NGEC should do a complete review of the SOW and budget, to make any revisions that may better reflect the activities of the Committee over the next two years. The idea is to do it all at once rather than piece by piece.

On 11-15-17, FASC Chair Tim Ziethen agreed to go through the sow and budget and to discuss with Tammy Krause and Charlie King, the anticipated needs of the Technical subcommittee as it revises its plans to review and update all NGEC specifications to bring them to a baseline. Tammy Krause is currently in the process of developing a revised plan with timeline and milestones to reflect this activity. Tim will follow up with Tammy.

It was agreed that Tim Ziethen would provide FASC members with proposed SOW and budget revisions for review on the next FASC call – 12-13-17. The intent would be to consider the revisions on 12-13-17 and, if approved, submit them to the Executive Board for review and possible consideration of approval on its call on 12-19-17.

Status – 12-13-17:

Proposed revisions to the NGEC Grant SOW were approved by the FASC for submittal to the NGEC Executive Board. It is expected that the NGEC Board will consider approval of the changes on its next call – 12-19-17. Steve Hewitt will send the DRAFT revisions as approved by the FASC to Board members in two versions – with track changes and without. This will be done following today's call. Beth Nachreiner, FRA, will provide Steve with the Grant # for the SAIPRC grant to be included in the document.

On 12-19-17, the NGEC Executive Board approved the revised SOW as submitted by the FASC. It is now progressing within the Amtrak and FRA offices.

Status update: Agenda item 5.

NGEC Annual Meeting – FASC and Treasurer's Report DRAFT presentation: On 12-13-17, Tim Ziethen agreed to begin developing the DRAFT presentation for the Annual Meeting and will review the DRAFT on the 1-10-18 FASC call.

Agenda item 6.

4. Approval of Minutes from the 12-13-17 FASC conference call – Tim Ziethen, Amtrak:

On a motion by Brent Thompson WSDOT, and a second by Eric Curtit, MODOT, the minutes from the 12-13-17 FASC conference call were approved without exception or objection.

5. Status: Amtrak and FRA Grants Offices Review of Revised SOW – Tim Ziethen, Amtrak:

Tim Ziethen asked Steve Hewitt to provide an overview of next steps in the process to finalize revisions to the Grant

SOW.

Steve reported that, now that the NGEC Executive Board had approved the proposed revisions (12-19-17), it was up to Amtrak Grants and FRA Grants to review the changes, and, ultimately, determine if they are acceptable. If they are acceptable, incorporate them into the SOW and execute it as revised.

After some discussion, it was agreed that Tim Ziethen will work with Amtrak Grants to determine who will take the lead in reaching out to FRA Grants. (Due to the VCIP program there have been several changes within the Amtrak Grants office) Beth Nachreiner, FRA, recommended that Tim and/or Amtrak Grants work with Mike Longley, FRA Grants. If there is another person at FRA assigned to this Grant, Mike will be able to name who it is.

Beth also recommended that Amtrak take the first step in reviewing the changes and make recommendations to the FRA.

Bath also recommended that a conference call be arranged between Amtrak and FRA (Tim Ziethen and Mike Longley) to explain the changes and expedite any issues right up front.

Tim Ziethen has agreed to take lead on this action and keep members of the FASC and Executive Board apprised.

**6.
NGEC 2018 Annual Meeting: Review of DRAFT Treasurer's Report & FASC Update – Tim Ziethen:**

Tim Ziethen has a first draft of the FASC update and the Treasurer's report nearly ready to go out for review and comment. He hopes to get it out (through Steve Hewitt) later today, or by the end of the week. Comments are requested to be sent to Steve Hewitt and Tim Ziethen asap – with the intent being to finalize the presentation on the next FASC call – 2-7-18.

Tim noted that he had just received the updated spend amount (\$119,978.00) and it is lower than the anticipated spend rate.

**7.
Finalize proposed changes to the Two-Page educational document – Eric Curtit, Missouri DOT:**

Eric Curtit asked for final comments on the proposed updates to the two-page educational document, and suggested that, following today's discussion, the document be handed off to the Executive Board for its input.

After a substantial discussion, it was agreed that the following actions will be taken before sending the document to the NGEC Executive Board:

- The pictures will be updated – The Locomotive pictures will be ones with state logos as opposed to Siemens. Eric Curtit has Mid-West fleet photos.
- The bi-Level car rendering will be removed, and Eric Curtit will contact Siemens to request an artist's rendering of the single level car being manufactured for the Mid-West states and California.
- Steve Hewitt will contact Jeff Gordon, FRA, to see if he has recommended language changes that will better convey the message on the benefits accrued through continuous maintenance and updating of the NGEC specifications to keep them current and useful.
- In the third Results section (page 2) the sentence will be revised to say, "expected to net" rather than "has already netted", and the Board will be asked for input on a better way to expound upon the anticipated benefits/results.
- Eric Curtit will ask MODOT graphics to make the suggested changes and Steve Hewitt will send the updated DRAFT to the Executive Board for discussion on the next call 1-16-18.

**8.
Other issues/questions – All:**

Adjourn – With no other business brought forth on today's call, on a motion offered by Tim Hoeffner, Michigan DOT and a second offered by Eric Curtit, Missouri DOT, Tim Ziethen adjourned the meeting at 3:39PM Eastern.

Next Finance and Administrative subcommittee conference call February 7, 2018
The call-in number is:

888 585-9008 passcode 559-120-127#

Decisions - Action Items

Legislative Outreach Task Force – developing a strategy and implementation plan to obtain future federal funds for the NGEC: Each state member and Amtrak is to work with its Government Affairs office and ask that the two-pager (currently being finalized) be included in its package during Hill visits to keep the NGEC on Congress' radar even though we are not yet ready to ask for more money.

A "regular update/report card/dash board" will be developed through the NGEC Legislative Task Force with the intent that it be provided to Congress through the states and Amtrak Government Affairs Offices as a means of continuing the outreach and education on the activities of the NGEC.

On 6-28-17, Eric Curtit reported that he is focusing on the NGEC two-pager document which he believes is an effective tool for educating the Hill. Eric believes that the current version needs to be updated to add in something that emphasizes the importance of maintaining/updating/revising the specifications as one of the more critical responsibilities of the NGEC.

Actions as of 1-10-18:

The following actions will be taken and then the document will be sent to the NGEC Executive Board:

- The pictures will be updated – The Locomotive pictures will be ones with state logos as opposed to Siemens. Eric Curtit has Mid-West fleet photos.
- The bi-Level car rendering will be removed, and Eric Curtit will contact Siemens to request an artist's rendering of the single level car being manufactured for the Mid-West states and California.
- Steve Hewitt will contact Jeff Gordon, FRA, to see if he has recommended language changes that will better convey the message on the benefits accrued through continuous maintenance and updating of the NGEC specifications to keep them current and useful.
- In the third Results section (page 2) the sentence will be revised to say, "expected to net" rather than "has already netted", and the Board will be asked for input on a better way to expound upon the anticipated benefits/results.
- Eric Curtit will ask MODOT graphics to make the suggested changes and Steve Hewitt will send the updated DRAFT to the Executive Board for discussion on the next call 1-16-18.

Moving 514 to SAIPRC:

Action: By-Law revisions: Task Complete

Action: Review of the Grant Agreement SOW and Budget as suggested by Amtrak Grants:

The Amtrak's Grants Office, recommended that instead of reviewing only the sections of the SOW and budget associated with 514, the NGEC should do a complete review of the SOW and budget, to make any revisions that may better reflect the activities of the Committee over the next two years. The idea is to do it all at once rather than piece by piece.

On 11-15-17, FASC Chair Tim Ziethen agreed to go through the sow and budget and to discuss with Tammy Krause and Charlie King, the anticipated needs of the Technical subcommittee as it revises its plans to review and update all NGEC specifications to bring them to a baseline. Tammy Krause is currently in the process of developing a revised plan with timeline and milestones to reflect this activity. Tim will follow up with Tammy.

It was agreed that Tim Ziethen would provide FASC members with proposed SOW and budget revisions for review on the next FASC call – 12-13-17. The intent would be to consider the revisions on 12-13-17 and, if approved, submit

them to the Executive Board for review and possible consideration of approval on its call on 12-19-17.

Status – 12-13-17:

Proposed revisions to the NGEC Grant SOW were approved by the FASC for submittal to the NGEC Executive Board. It is expected that the NGEC Board will consider approval of the changes on its next call – 12-19-17. Steve Hewitt will send the DRAFT revisions as approved by the FASC to Board members in two versions – with track changes and without. This will be done following today's call. Beth Nachreiner, FRA, will provide Steve with the Grant # for the SAIPRC grant to be included in the document.

Status – 1-10-18:

Tim Ziethen will work with Amtrak Grants to determine who will take the lead in reaching out to FRA Grants. (Due to the VCIP program there have been several changes within the Amtrak Grants office) Beth Nachreiner, FRA, recommended that Tim and/or Amtrak Grants work with Mike Longley, FRA Grants. If there is another person at FRA assigned to this Grant, Mike will be able to name who it is.

Tim Ziethen has agreed to take lead on this action and keep members of the FASC and Executive Board apprised.

Preparing for the NGEC Annual Meeting – developing the FASC Presentation and the Treasurer's Report:

Tim Ziethen has a first draft of the FASC update and the Treasurer's report nearly ready to go out for review and comment. He hopes to get it out (through Steve Hewitt) later today, or by the end of the week. Comments are requested to be sent to Steve Hewitt and Tim Ziethen asap – with the intent being to finalize the presentation on the next FASC call – 2-7-18.

Conference call # change:

Because the conference call-in information for FASC meetings has been changed from an Amtrak number to the NGEC number, Steve Hewitt will send new appointment notices to all FASC members calendars via Outlook following today's (1-10-18) call.

888 585-9008 passcode 559-120-127#

ATTACHMENTS



The NGEC will provide national leadership in standardization, acquisition, financing and management of passenger rail equipment.

SECTION 305 NGEC Finance and Administrative Subcommittee (FASC)

**Conference call
January 10, 2018
3:00PM Eastern**

888 585-9008 passcode 559-120-127#

MEETING AGENDA

- | | |
|--|--------------|
| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Review | Steve Hewitt |
| 4. Approval of the Minutes from 12-13-17 | Tim Ziethen |
| 5. Status: Amtrak and FRA Grants review of Revised SOW | Tim Ziethen |
| 6. NGEN 2018 Annual Meeting: Review the DRAFT Treasurer's Report & FASC Update | Tim Ziethen |
| 7. Finalize proposed changes to Two-page educational document | Eric Curtit |
| 8. Other Issues/questions | All |

Next Call February 7, 2018

888 585-9008 passcode 559-120-127#