

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES JANUARY 8, 2020 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, Brent Thompson also as proxy for Eric Curtit, Ray Hessinger, Amanda Martin, Amanda Martin also as proxy for Arun Rao, Brian Beeler II, Jeff Gordon, Mike Murray, Shayne Gill, Strat Cavros, Steve Hewitt</i>
ABSENTEES	<i>Tim Hoeffner, Michael Lestingi, Eric Curtit, Arun Rao, John Bell, Jason Biggs, Larry Salci</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.

Approval of Minutes from the 11-13-19 and 12-11-19 conference calls – Tim Ziethen, Amtrak:

On a motion offered by Brent Thompson, WSDOT, and a second offered by Brian Beeler II for Maine DOT, the minutes from 11-13-19 and 12-11-19 were approved as presented.

4.

Treasurer’s Update – Tim Ziethen:

a. Balance-Spend Rate:

Tim Ziethen reported: (Includes Invoices through October 2019).

Total Initial Grant Amount: \$1,250,000.

Amount Spent: \$496,446.52

Balance remaining: \$ 753,553.48

Spend Rate per month: \$13,417.47

Projected spend in the remaining months of the current grant: \$162,351.43

Balance anticipated at the end of the grant period (9-30-20): \$591,202.05

Expenditures anticipated in a 36-month no-cost extension: \$540,000.00

Average Monthly expenditure: \$15,000.00

Balance remaining at the end of the 36-month extension: approximately \$51,202.05

b. Next Steps/timeline in the process of requesting an extension through the Exec Board process

Tim confirmed the process to formally request a no-cost grant agreement entails submitting a GARF which is first presented to the executive Board for approval. The GARF will request a 36-month extension at no cost with the supporting budget documentation as based on the above information. The GARF must be submitted to the FRA in advance of the 90-day window for grant amendment requests (July1 – September 30, 2020).

The FRA has previously confirmed that the NGECC is eligible to request a multi-year no-cost grant agreement extension. The FASC has reviewed the current balance remaining and the anticipated monthly run rate and has agreed that there is ample funding remaining to support a 36-month extension beginning 10-1-20 through 9-30-23 with a cushion of around \$51,000 at the end of the extension.

It was agreed that the proposed extension and recommendation of the FASC to move forward with the GARF will be presented for Executive Board approval on the next Board call (1-14-20).

**5.
Preparing for the 10th NGEC Annual Meeting – Steve Hewitt:**

Steve Hewitt reminded members that the Annual Meeting will take place on 2-21-20 at the Hyatt Regency Hotel Capitol Hill, Washington, DC.

Per the NGEC By-Laws, a formal notice went out to all NGEC members, including industry participants. All have been notified of the date, location and the hotel room block link.

Currently there are 34 registrants for the meeting

Steve is working with AASHTO and will be provided with timelines for confirming attendees for name badges and head count.

A draft agenda was approved by the Executive Board in December and was distributed to NGEC members subject to refinements.

As Eric Curtit announced on the last Executive Board call, he has taken a new position in MODOT as Director of Planning and will no longer have Rail in his portfolio. In order to facilitate a smooth transition, Eric has agreed to stay on as Chair of the NGEC to fill out his term of office which ends with the election of new officers at the Annual Meeting. Eric will not be attending the Annual Meeting and has asked Charlie King to Chair in his place that day.

A nominating committee has been appointed – Eric is chairing the committee and its members are: John Oimoen, IDOT, Ron Pate, WSDOT and Ray Hessinger NYSDOT. Their job is to confirm with current State Board members if they are willing to continue in their role on the Board and to touch base with several state members who have informed us that they will be retiring.

Allan Paul), NCDOT, retired at the end of December. His replacement on the Executive Board is Jason Orthner. NCDOT has also named a successor for Allan on the Technical subcommittee – Matthew Simmons.

Tim Hoeffner, Michigan DOT retires at the end of this week. The nominating committee will need to ascertain if Michigan will remain on the Board and on the FASC and, if so, who will be Tim's replacement for those positions. John Rosacker.

Oklahoma DOT has agreed to stay on as a member of the NGEC, but not as a Board member. This means the Board, if all other members remain the same, will have a representation of 11 states. This fits within the By-Laws which call for **no more** than 12 state Board members.

Tim provided a brief overview of the FASC presentation. When he has completed the first DRAFT, it will be distributed to all FASC members for review (over the next few days). On the 2-5-20 FASC call, a walk through of the DRAFT presentation will take place.

**6.
Status of updating the two-page NGEC document – Steve Hewitt:**

The revisions/updates to the two-page educational document have been made and 400 copies were printed by MODOT and sent to Steve Hewitt.

Steve will distribute copies to all attendees at the Annual meeting and make them available to all members upon request.

**7.
Discussion: NGEC Equipment Acquisition and Ownership Working Group – Steve Hewitt:**

All 4 sections have been revised and submitted to the technical writer. Tammy Krause had contacted the technical writer (Cameron Cordell) to ascertain a timeline and anticipated costs for this assignment. Steve Hewitt is awaiting a status update from Tammy.

Steve noted that, once the compiled DRAFT has been completed, it will be distributed to all working group members for review and comment. Steve also noted that while the goal is to have a DRAFT ready for review by the Board at the

Annual Meeting, it is very possible that that timeline will slip. Steve commented that NGECE chairman Curtit's intent has always been to get it right rather than rush the process.

**8.
Other Issues/Questions – All:**

Adjourn:

With no further business forthcoming, Chairman Ziethen adjourned today's meeting at 3:26pm Eastern.

The next call is scheduled for February 5, 2019

The call-in number is:

888 585-9008 passcode 559-120-127#

Decisions - Action Items

Treasurer's Report – 1-8-20:

a. Balance-Spend Rate:

Tim Ziethen reported on 1-8-20:

Total Initial Grant Amount: \$1,250,000.

Amount Spent: \$496,446.52

Balance remaining: \$ 753,553.48

Spend Rate per month: \$13,417.47

Projected spend in the remaining months of the current grant: \$162,351.43

Balance anticipated at the end of the grant period (9-30-20): \$591,202.05

Expenditures anticipated in a 36-month no-cost extension: \$540,000.00

Average Monthly expenditure: \$15,000.00

Balance remaining at the end of the 36-month extension: approximately \$51,202.05

c. Next Steps/timeline in the process of requesting an extension through the Exec Board process

Tim confirmed the process to formally request a no-cost grant agreement entails submitting a GARF which is first presented to the executive Board for approval. The GARF will request a 36-month extension at no cost with the supporting budget documentation as based on the above information. The GARF must be submitted to the FRA in advance of the 90-day window for grant amendment requests (July1 – September 30, 2020).

The FRA has previously confirmed that the NGECE is eligible to request a multi-year no-cost grant agreement extension. The FASC has reviewed the current balance remaining and the anticipated monthly run rate and has agreed that there is ample funding remaining to support a 36-month extension beginning 10-1-20 through 9-30-23 with a cushion of around \$51,000 at the end of the extension.

It was agreed that the proposed extension and recommendation of the FASC to move forward with the GARF will be presented for Executive Board approval on the next Board call (1-14-20).

Conveying the message: Disseminating the two-page NGECE Educational Document and the NGECE "vision" statement:

The revisions/updates to the two-page educational document have been made and 400 copies were printed by MODOT and sent to Steve Hewitt.

Steve will distribute copies to all attendees at the Annual meeting and make them available to all members upon request.

Overview: Quarterly Grant Progress Report to FRA:

Next report (quarter ending December 31, 2019) is due to FRA January 31, 2020.

Status Update: NGEC Equipment Acquisition and Ownership Best Practices Working Group:

Developing a Reference Document

All 4 sections have been revised and submitted to the technical writer. Tammy Krause had contacted the technical writer (Cameron Cordell) to ascertain a timeline and anticipated costs for this assignment. Steve Hewitt is awaiting a status update from Tammy.

Steve noted that, once the compiled DRAFT has been completed, it will be distributed to all working group members for review and comment. Steve also noted that while the goal is to have a DRAFT ready for review by the Board at the Annual Meeting, it is very possible that that timeline will slip. Steve commented that NGEC chairman Curtit's intent has always been to get it right rather than rush the process.

Preparing for the NGEC Annual Meeting – 2-21-20:

Steve Hewitt reminded members that the Annual Meeting will take place on 2-21-20 at the Hyatt Regency Hotel Capitol Hill, Washington, DC.

Per the NGEC By-Laws, a formal notice went out to all NGEC members, including industry participants. All have been notified of the date, location and the hotel room block link.

Currently there are 34 registrants for the meeting

Steve is working with AASHTO and will be provided with timelines for confirming attendees for name badges and head count.

A draft agenda was approved by the Executive Board in December and was distributed to NGEC members subject to refinements.

As Eric Curtit announced on the last Executive Board call, he has taken a new position in MODOT as Director of Planning and will no longer have Rail in his portfolio. In order to facilitate a smooth transition, Eric has agreed to stay on as Chair of the NGEC to fill out his term of office which ends with the election of new officers at the Annual Meeting. Eric will not be attending the Annual Meeting and has asked Charlie King to Chair in his place that day.

A nominating committee has been appointed – Eric is chairing the committee and its members are: John Oimoen, IDOT, Ron Pate, WSDOT and Ray Hessinger NYSDOT. Their job is to confirm with current State Board members if they are willing to continue in their role on the Board and to touch base with several state members who have informed us that they will be retiring.

Allan Paul), NCDOT, retired at the end of December. His replacement on the Executive Board is Jason Orthner. NCDOT has also named a successor for Allan on the Technical subcommittee – Matthew Simmons.

Tim Hoeffner, Michigan DOT retires at the end of this week. The nominating committee will need to ascertain if Michigan will remain on the Board and on the FASC and, if so, who will be Tim's replacement for those positions. John Rosacker.

Oklahoma DOT has agreed to stay on as a member of the NGEC, but not as a Board member. This means the Board, if all other members remain the same, will have a representation of 11 states. This fits within the By-Laws which call for **no more** than 12 state Board members.

Tim provided a brief overview of the FASC presentation. When he has completed the first DRAFT, it will be distributed to all FASC members for review (over the next few days). On the 2-5-20 FASC call, a walk-through of the DRAFT presentation will take place.

888 585-9008 passcode 559-120-127#
Next Call 2-5-20

ATTACHMENTS



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

SECTION 305 NGEC Finance and Administrative Subcommittee (FASC)

Conference call

1-8-2020

3:00PM Eastern

888 585-9008 passcode 559-120-127#

AGENDA

- | | | |
|---|--------------|-------------|
| 1. Welcome/Open | Tim Ziethen | |
| 2. Roll Call | Steve Hewitt | |
| 3. Approval of the Minutes from 11-13-19 and 12-11-19 | | Tim Ziethen |
| 4. Treasurer's Update | Tim Ziethen | |
| a. Balance-Spend Rate | | |
| b. Next steps/timeline in the process of requesting extension through Exec Board NGEC process | | |
| 5. Preparing for the NGEC Annual Meeting | Steve Hewitt | |
| 6. Status: Updating the two-page NGEC Educational Document | Steve Hewitt | |
| 7. Discussion: NGEC Equipment Acquisition and Ownership Working Group | Steve Hewitt | |
| a. Status update: Technical writing of the Reference document | | |
| 8. Other Issues/questions | All | |

Next Call February 5, 2020

888 585-9008 passcode 559-120-127#