

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES OCT. 16, 2019 3:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Tim Ziethen, Jeff Gordon, Brent Thompson, Brent Thompson also as proxy for Eric Curtit, Amanda Martin, Strat Cavros, Steve Hewitt</i>
ABSENTEES	<i>Eric Curtit, Ray Hessinger, Arun Rao, Tim Hoeffner, Brian Beeler II, Michael Lestingi, John Bell, Mike Murray, Beth Nachreiner, Jason Biggs, Shayne Gill, 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 could not confirm the presence of a quorum. As a result, it was agreed that the call would proceed, but no votes would be taken nor would there be any formal decisions.

3. Approval of Minutes from the 8-21-19 call – Tim Ziethen, Amtrak:

Due to the lack of a quorum, approval of the 8-21-19 minutes was tabled until the next call (11-13-19) assuming that a quorum is established.

4. Treasurer’s Update – Balance – Spend rate – Tim Ziethen:

The Treasurer’s report as of 10-16-19 is as follows:

Amount Spent: \$ 472,593.10
 Total Initial Grant Amount: \$1,250,000.
 Balance remaining: \$ 777,406.90
 Spend Rate per month: \$ 13,899.80

At this rate there is enough funding for several years. The grant period (as extended) runs through 9-30-2020. Tim reminded FASC members that FRA has given verbal approval for another no-cost extension to be requested. The process for making the extension request should begin in Spring of 2020.

Steve Hewitt suggested that the NGEC process for making the extension request begin earlier in order for the Executive Board to formalize its request by the NGEC Annual Meeting – thus providing Amtrak and FRA grants offices with ample time to complete their process.

Tim Ziethen agreed that this makes sense and Steve will discuss it with Chairman Curtit and request that the process at the NGEC level be started.

5. Annual NGEC By-Laws Review – Steve Hewitt:

Steve reminded FASC members that one of the subcommittee’s responsibilities is to conduct an annual By-Laws review and, if there are recommended changes – the FASC must approve them first and then submit them in writing 30 days in advance of a vote on adoption by the Executive Board. Steve suggested that the process be kicked off this month.

In the past, the FASC Chair has asked the Co- Vice Chair – Ray Hessinger and NGEC Program Manager Steve

Hewitt to conduct the review and to make recommendations to the full FASC. Steve recommends this process be followed and that the action be assigned today with a timeline of presenting the recommendations on either the November 13th or the December 11th FASC call)

Tim Ziethen agreed with the process as described by Steve Hewitt and directed Steve to contact Ray Hessinger to begin the review and establish a timeline for completion.

6.

NGEC – Looking Ahead – Reauthorization – Exec Board Actions taken – Steve Hewitt for Eric Curtit:

Steve Hewitt reported on behalf of Chairman Curtit:

The Executive Board approved the language – scope and funding, as proposed, along with the following FRA disclaimer:

Disclaimer: The language provided herein does not include input from the Federal Railroad Administration.

The approved language has been distributed to all NGEC Executive Board members with the agreement that it can be utilized (in whole) by Amtrak, AASHTO and any states or organizations wishing to include it in their reauthorization requests/principles.

The final version will also be sent to all FASC members along with the distribution of these DRAFT minutes following today's call (10-16-19).

Tim Ziethen will provide the final language to Ken Altman, Amtrak Government Affairs following this call. (Ken has the original "placeholder" language already).

7.

Discussion: NGEC Equipment Acquisition and Ownership Best Practices WG –Steve Hewitt for Eric Curtit:

Status update – Developing a Reference Document

The NGEC Equipment Acquisition and Ownership Working Group has developed 4 DRAFT sections: Planning, Implementation, Revenue Service, and Sustainability. The 4 sections were reviewed by working group members and comments were received and a process for going forward was agreed to on the last call of the working group held on 10-3-19.

Each section leader was asked to revise their section incorporating the suggested comments/changes as deemed appropriate and to provide the revised draft of their section to Eric Curtit and Steve Hewitt by COB on 10-18-19. Steve will then send out, to the full working group, the 4 revised draft sections. This will give each member a full set of the report/reference document to review.

The working group will then meet again on 10-31-19 to discuss the latest drafts of the 4 sections. The intent is to follow that up with the procurement of a professional technical writer to synthesize the 4 sections – remove duplications and convert the complete document into one voice and under one format.

The intent is to complete this effort in time for the next NGEC Annual Meeting – February 21, 2020.

Discussion: Procuring professional assistance to compile and complete "report":

As noted, the working group agreed that a technical writer should be procured to complete the report – removing duplications or redundancies and writing it in one voice under one format.

Having discussed this last week with Eric Curtit, it was thought that it may be a good use of Cameron Cordell who is already contracted to do the technical specification writing for the NGEC on a case by case basis. Her contract is, we believe, with Jacobs and AASHTO manages it in the same manner as it does Larry Salci's. Cameron would need to submit a scope and budget for the effort and Tim Ziethen and Eric Curtit would be asked to approve it before AASHTO executes the contract modification.

Is this doable. Is it agreeable – would it simplify the process? We look for FASC and AASHTO guidance.

Strat Cavros, AASHTO noted that Casamar is already under contract for technical writing under the current scope and budget agreement and there is about \$44,000 unexpended to date. There would be no contract modification needed

since there is already a contract in place.

Steve asked if it would be appropriate to provide Strat with a scope and budget for this particular assignment and Strat said it would be helpful so that he would be aware of what was coming.

Tim Ziethen agreed that this suggestion makes sense and asked what the next steps are – especially since there is no quorum today.

Steve said he would report back to Eric Curtit that this is a potential way forward and easily doable within the current contract between AASHTO and Casamar. On 10-31-19, the NGEC Equipment Acquisition and Ownership working group will meet and discuss next steps. Eric and Steve will present this idea to the working group for its consideration. If the group agrees, Eric and Steve will bring it forward to the FAS on the next call for consideration and to finalize the steps necessary to implement the assignment.

8.

Other Issues/Questions – All:

Tim reported that he will be completing the grant agreement quarterly report to FRA within the next few days (it is due to FRA by 10-31-19).

Tim asked Steve Hewitt if there have been any thoughts about the NGEC Annual Meeting and if there was anything he needed to do at this point. Steve noted that the process is just beginning and that he has confirmed with Kamasha Hendrickson, AASHTO, that the date of the Annual Meeting will be 2-21-20 in Washington, DC.

Steve expects that this will be an agenda item on the next Executive Board call (10-22-19) and that he and Eric will begin the process of developing a DRAFT agenda and timeline for the agenda, presentations, and announcing the date to all NGEC members per the NGEC By-Laws.

Adjourn:

With no further business forthcoming, Chairman Ziethen adjourned today's meeting at 3:25pm Eastern.

The next call is scheduled for November 13, 2019

The call-in number is:

888 585-9008 passcode 559-120-127#

Decisions - Action Items

Treasurer's Report – 10-16-19:

The Treasurer's report as of 10-16-19 is as follows:

Amount Spent: \$ 472,593.10
Total Initial Grant Amount: \$1,250,000.
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At this rate there is enough funding for several years. The grant period (as extended) runs through 9-30-2020. Tim reminded FASC members that FRA has given verbal approval for another no-cost extension to be requested. The process for making the extension request should begin in Spring of 2020.

Steve Hewitt suggested that the NGEC process for making the extension request begin earlier in order for the Executive Board to formalize its request by the NGEC Annual Meeting – thus providing Amtrak and FRA grants offices with ample time to complete their process.

Tim Ziethen agreed that this makes sense and Steve will discuss it with Chairman Curtit and request that the process at the NGEC level be started.

NGEC Looking Ahead Developing Reauthorization language – scope and funding and years:

The Executive Board approved the reauthorization language – scope and funding, as proposed initially by the FASC along with the following FRA disclaimer:

Disclaimer: The language provided herein does not include input from the Federal Railroad Administration.

The approved language has been distributed to all NGEN Executive Board members with the agreement that it can be utilized (in whole) by Amtrak, AASHTO and any states or organizations wishing to include it in their reauthorization requests/principles.

The final version will also be sent to all FASC members along with the distribution of these DRAFT minutes following today's call (10-16-19).

Tim Ziethen will provide the final language to Ken Altman, Amtrak Government Affairs following this call. (Ken has "placeholder" language already).

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

As of 10-16 -19, Steve Hewitt reported that he has distributed 265 hard copies of the NGEN 2 pager educational document and 356 electronic copies. The hard copies have largely been distributed by representatives of transportation associations for distribution on the Hill. Some have also been used by industry members when speaking or attending various industry conferences.

This document is another way of getting the message out and is useful to many organizations to have to include with their information packets as they make their rounds on the Hill.

For copies– contact Steve with the number requested and where to send them.

Overview: Quarterly Grant Progress Report to FRA:

Quarter ending June 30, 2019 - report submitted on time to FRA July 31, 2019.

Tim Ziethen will provide Steve Hewitt with the final version of the quarterly report for distribution to FASC and Executive Board members.

On 10-16-19, Tim Ziethen reported that he will have the quarterly report for the period ending 9-30-19 completed within the next several days. It is due to FRA by 10-31-19.

Statue Update: NGEN Equipment Acquisition and Ownership Best Practices Working Group:

Developing a Reference Document

The NGEN Equipment Acquisition and Ownership Working Group has developed 4 DRAFT sections: Planning, Implementation, Revenue Service, and Sustainability. The 4 sections were reviewed by working group members and comments were received and a process for going forward was agreed to on the last call of the working group held on 10-3-19.

Each section leader was asked to revise their section incorporating the suggested comments/changes as deemed appropriate and to provide the revised draft of their section to Eric Curtit and Steve Hewitt by COB on 10-18-19. Steve will then send out, to the full working group, the 4 revised draft sections. This will give each member a full set of the report/reference document to review.

The working group will then meet again on 10-31-19 to discuss the latest drafts of the 4 sections. The intent is to follow that up with the procurement of a professional technical writer to synthesize the 4 sections – remove duplications and convert the complete document into one voice and under one format.

The intent is to complete this effort in time for the next NGEN Annual Meeting – February 21, 2020.

Discussion: Procuring professional assistance to compile and complete "report":

As noted, the working group agreed that a technical writer should be procured to complete the report – removing duplications or redundancies and writing it in one voice under one format.

Having discussed this last week with Eric Curtit, it was thought that it may be a good use of Cameron Cordell who is already contracted to do the technical specification writing for the NGEC on a case by case basis. Her contract is, we believe, with Jacobs and AASHTO manages it in the same manner as it does Larry Salci's. Cameron would need to submit a scope and budget for the effort and Tim Ziethen and Eric Curtit would be asked to approve it before AASHTO executes the contract modification.

Is this doable. Is it agreeable – would it simplify the process? We look for FASC and AASHTO guidance.

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Annual NGEC By-Laws Review:

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Tim Ziethen agreed with the process as described by Steve Hewitt and directed Steve to contact Ray Hessinger to begin the review and establish a timeline for completion.

NGEC Annual Meeting – 2-21-20:

The process is just beginning – Steve Hewitt has confirmed with Kamasha Hendrickson, AASHTO, that the date of the NGEC Annual Meeting will be 2-21-20 in Washington, DC.

Steve expects that this will be an agenda item on the next Executive Board call (10-22-19) and that he and Eric Curtit will begin the process of developing a DRAFT agenda and associated timelines (for the agenda, presentations, and announcing the date to all NGEC members per the NGEC By-Laws).

888 585-9008 passcode 559-120-127#

Next Call 11-13-19

ATTACHMENTS



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

SECTION 305 NGEN Finance and Administrative Subcommittee (FASC)

Conference call

10-16-19

3:00PM Eastern

888 585-9008 passcode 559-120-127#

AGENDA

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|---------------------------------------------------------------------------------------|--------------|
| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Approval of the Minutes from 8-21-19 | Tim Ziethen |
| 4. Treasurer's Update - Balance-Spend Rate | Tim Ziethen |
| 5. Annual NGEN By-Laws Review | Steve Hewitt |
| 6. NGEN – Looking Ahead – Reauthorization – Exec Board actions taken | Steve Hewitt |
| 7. Discussion: NGEN Equipment Acquisition and Ownership Working Group | Steve Hewitt |
| a. Status update: Developing the Reference document | |
| b. Discussion: Procuring professional assistance to compile and complete the "report" | |
| c. Next Steps | |
| 8. Other Issues/questions | All |

Next Call November 13, 2019