

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES      OCTOBER 17, 2018    3:00PM EASTERN      CONFERENCE CALL

<b>FACILITATOR</b>	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
<b>ATTENDEES</b>	<i>Tim Ziethen, Brent Thompson, Ray Hessinger, Eric Curtit, Tim Hoeffner, Brian Beeler II, Amanda Martin, Jeff Gordon, Michael Murray, Strat Cavros, Shayne Gill, Steve Hewitt,</i>
<b>ABSENTEES</b>	<i>Michael Lestingi, Beth Nachreiner, Arun Rao, Larry Salci, Jason Biggs,</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 8-22-18 call and the 9-19-18 call – Tim Ziethen, Amtrak:**

Tim Ziethen called for a motion to accept the minutes from the last two calls – 8-22-18 and 9-19-18 of the FASC.

On a motion offered by Eric Curtit, MODOT, and a second by Brent Thompson, WSDOT, the minutes from 8-22-18 and 9-19-18 were approved as presented without objection or exception.

### **4.**

#### **Treasurer’s Report – spend rate/balance - Tim Ziethen:**

Tim Ziethen reported that the total amount spent to date is \$327, 739.12. The initial grant funding total was \$1,250,000.00 This leaves a current balance of \$922,260.88. At the current spend rate which can vary between quarters from \$22,000 to around \$50,000, there should be no issues in the life of the grant which runs through 9-30-2020.

### **5.**

#### **Annual By-Law Review/suggested changes – Ray Hessinger/Steve Hewitt:**

Steve Hewitt provided a summary of the review of the By-Laws and the minor edits that he and Ray Hessinger, NYSDOT, are recommending. The most critical change being the removal of the reference to the 514 subcommittee on the front page, and the rest of the changes being corrections in punctuation.

Steve Hewitt described the next steps – the FASC votes to accept the proposed amendments and to directs him to submit them to the Executive Board for its review. The Board is required to have the By-Laws proposed changes in writing at least 30 days prior to taking a vote. (see By-Laws excerpt below)

To make it read more smoothly and more grammatically correct, Eric Curtit recommended slight “clean-up” punctuation changes to the front-page section being revised. All members agreed.

## **ARTICLE VIII – AMENDMENTS TO THE BYLAWS**

### **8.1 Submission and Consideration of Amendments**

Amendments to these Bylaws may be proposed by any Committee member and must be submitted in writing to the Chair for consideration. The proposed amendments may be voted upon at the next Executive

Board meeting of the Committee that occurs at least 30 days after the submission of the proposed amendment. The Chair shall distribute copies of any proposed amendments at least 30 days prior to the meeting at which such proposed amendment is to be voted upon.

## 8.2 Adoption of Amendments

Amendments to these Bylaws shall be adopted by a two-thirds (2/3) majority of the voting members.

## 6.

### Consideration of Approval of the By-Laws Revisions for submittal to the Executive Board – Tim Ziethen:

With no further discussion forthcoming, Tim Ziethen called for a motion to approve the revisions as presented with the addition of those suggested by Eric Curtit, and for the document with the changes to be submitted to the Executive Board for its consideration.

On a motion offered by Brent Thompson, WSDOT, and seconded by Tim Hoeffner, Michigan DOT, the motion was approved without objection, and the Chair determined that consensus had been achieved.

Steve Hewitt will make the additional changes as agreed and send on to the Executive Board. This action will begin the 30-day period of review prior to a vote by the Executive Board.

## 7.

### Other Issues/Questions – All:

#### Adjourn:

With no further business forthcoming, Chairman Ziethen adjourned today's meeting at 3:15pm Eastern.

**The next call is scheduled for November 14, 2018**

**The call-in number is:**

**888 585-9008 passcode 559-120-127#**

## Decisions - Action Items

**Legislative Outreach – developing a strategy and implementation plan to obtain future federal funds for the NGEC:** Currently the strategy is to get broad circulation to decision makers of the NGEC two-page fact sheet. This document helps to educate the decision makers (federal and state) on what the NGEC is, what results it has produced; and what its goal are.

To date 165 hard copies and over 300 electronic versions have been distributed. More are available by request through Steve Hewitt. With the current spend rate well below the plan, a no-cost extension of the current grant may need to be considered, but, eventually, additional funding will be necessary to continue the ongoing efforts of the NGEC and its mission to standardize equipment specs and improve cost efficiencies and create jobs by reinvigorating the passenger rail equipment manufacturing and supply industry in the U.S.

On 9-19-18, Eric Curtit commented that he was pleased that the grant agreement modification has been executed and that the NGEC performance period is extended through 9-30-2020. Looking beyond that time frame for securing future federal funds, Eric believes that the most useful tool remains the two-pager. He suggests that states bring the two-pager with them whenever meeting with members on the Hill or at home to educate what the NGEC is and what it has accomplished this far, as well as its value going forward. He also noted that he and Steve Hewitt have talked about taking another look at the two-pager to see if it should be tweaked to better make the case.

Tom Ziethen interjected that "we will need to monitor spending because the last quarter (July-September 2020) could be tight if we ramp up our spending".

Ongoing

**Treasurer's Report:**

As of 10-17-18 Treasurer's Report, the total amount spent to date is \$327, 739.12. The initial grant funding total was \$1,250,000.00 This leaves a current balance of \$922,260.88. At the current spend rate which can vary between quarters from \$22,000 to around \$50,000, there should be no issues in the life of the grant which runs through 9-30-2020.

**Annual NGEC By-Laws Review:**

On 10-17-18, with consensus having been achieved, recommended changes to the NGEC By-Laws were approved by the FASC and will be sent to the Executive Board for its consideration.

Task Completed

**888 585-9008 passcode 559-120-127#**  
**Next Call 11-14-18**

**ATTACHMENTS**



**SECTION 305 NGEC Finance and Administrative Subcommittee (FASC)**

**Conference call**  
**10-17-18**  
**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 9-19-18  | Tim Ziethen                |
| 4. Treasurer's Report – spend rate/balance   | Tim Ziethen                |
| 5. Annual By-Law Review/suggested revisions  | Ray Hessinger/Steve Hewitt |
| 6. Consideration of Approval of the By-Laws Revisions for submittal to the Executive Board | Tim Ziethen                |
| 7. Other Issues/questions  | All                        |

Next Call November 14, 2018

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