

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

NOVEMBER 16,  
2016

3:00PM EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Darrell Smith, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
<b>ATTENDEES</b>	<i>Darrell Smith, Brent Thompson, Eric Curtit, Eric Curtit also as proxy for Arun Rao, Tim Hoeffner, and Amanda Martin, Ray Hessinger, Jeff Gordon for Michael Lestingi, Sal DeAngelo Shayne Gill, Strat Cavros, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>Amanda Martin, Arun Rao, Tim Hoeffner, John Pagano, Brian Beeler II, Michael Lestingi, Beth Nachreiner, Lynn Everett, Jason Biggs, Larry Salci, Vincent Brotski, Nico Lindenau,</i>

## DECISIONS MADE

### 1. Welcome and Open Meeting – Darrell Smith:

Subcommittee Chair Darrell Smith, 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.

#### Action Item Review -Steve Hewitt:

With most items being covered under the agenda a review of the action items on the call was tabled. A full update as of the start of the call is provided below:

**Legislative Outreach Task Force – developing a strategy and implementation plan to obtain future federal funds for the NGEN:** 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 NGEN 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 NGEN 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 NGEN.

The first such update will be the “two-page” educational document being finalized for Executive Board approval.

**Status:** The education and outreach document has been approved and sent to AASHTO for printing. AASHTO publications has requested a version of the PDF with a bleed margin and crop marks. Eric Curtit has referred this question to the MODOT graphic arts staff.

**Preparing the New Grant SOW and budget for the period beginning 10-1-16 through 9-30-19:** On 9-14-16, the FASC accepted as amended, the DRAFT Scope and Budget for submittal to the Executive Board for its consideration on - 9-20-16. This action adheres to the schedule as defined on the last call.

**Status:** The new Grant Agreement was executed by FRA and Amtrak on 10-25-16 effective 10-1-16 through 9-30-19.

#### Agenda item 5.

**Preparing the Project Close Out Report** – A close out project report will be due by early to mid-December and will be prepared by the FASC for Executive Board review and approval. The form to be used for the project report has been provided to all FASC members.

Darrell Smith will prepare a first Draft of the report for review by the FASC on its next call – 11-16-16. The intent is to get FASC approval on that call and to send it to the Executive Board for its consideration on its call on 11-22-16.

**Agenda item 6.**

**4.**

**Approval of Minutes from the 9-21-16 and 10-19-16 FASC conference calls - Darrell Smith:**

Due to the lack of a quorum, the approval of the minutes from 9-21-16 was tabled until today's call.

On a motion by Brent Thompson, WSDOT, and a second by Eric Curtit, Missouri DOT, the minutes from 9-21-16 and 10-19-16 were approved without exception.

**5.**

**New 3-year Grant Agreement - Executed 10-25-16 - Darrell Smith/Eric Curtit:**

Discussion of administrative steps going forward:

a. Review of NGEC By-Laws:

After some discussion, it was agreed that Ray Hessinger, FASC co-Vice Chair for Administrative issues and Steve Hewitt, NGEC Support Services Manager, will review the By-Laws with a special focus on how it complies with the new grant agreement to see if any changes are needed. Ray and Steve will report back to the FASC on their findings on the next call – 12-14-16.

b. Syncing the new grant with existing contracts:

Darrell Smith reported that because the current Amtrak and AASHTO contract is in place until 9-30-17, and the current sub-contractor contracts are also in place until 9-30-17, no action is necessary right now. Darrell pointed out that Amtrak and AASHTO have a process in place to extend the Amtrak/AASHTO contract in sync with the grant effective 10-1-17 through 9-30-19; and that the subcontractors currently in place will be extended at the same time effective 10-1-17 through 9-30-19 as anticipated in the new grant agreement SOW and budget.

c. Establishing milestones for the new Grant Quarterly Report:

Darrell Smith reported that he had not received any additional milestones other than those submitted by Eric Curtit (inserted below).

Steve Hewitt commented that he believed the suggested milestones covers the universe quite well and can be worked into the quarterly report as required.

Darrell agreed, and noted that additional comments or suggestions are welcome over the next month or so, with the understanding that the milestones will need to be included in the report due to FRA following the end of the current quarter (December 31, 2016).

**Proposed milestones presented by Eric Curtit:**

*CIP completion and updates by 514*

*Bi weekly meetings*

*Monthly meetings*

*Dissemination of educational pieces*

*Annual Meeting*

*Annual 'look' at bylaws and other administrative procedure reviews and revisions*

*Grant reporting – it would be nice to be able to say a milestone report is a milestone – HA!*

*Fiscal and contractual actions necessary to do what we do.*

*Overall review of NGEC specs could be broken down into milestones over a period of time and reported accordingly – obviously needs Tech committee input.*

**6.**

**Review/Consider: DRAFT Project Close Out Report - Darrell Smith:**

Darrell Smith walked through each section of the DRAFT Project Close Out Report, and accepted several edits/suggestions to the document:

No changes recommended for Section A – Award Information.

In Section B – Final Performance Report several edits were suggested:

In 11. Project Objectives – add the word “suppliers” in the second sentence describing NGEC members.

In 12. Project Activities – Darrell will add in something to describe the updating and maintenance of the specifications as an ongoing activity.

In 14. Project Outcomes – a reference to VIA Rail and Metro-North utilizing the PRIIA NGEC equipment specifications will be added (along with MARC and All Aboard Florida which were already in this narrative).

In 15. Lessons Learned – add the word “manufacturers” in the first sentence in describing the parties involved in the partnership. Also in this section Darrell will add a sentence that describes the fact that 18 states, Amtrak, FRA and 261 industry members have voluntarily donated countless hours of support without which the NGEC could not have succeeded.

In 16. Maximizing Investments – the notation regarding estimated cost savings will be deleted and a comment regarding the frequent use of the specifications will be added to emphasize the value of the specifications. Added to that sentence after “would not occur” a statement to the effect that “nor would the NGEC’s ongoing efforts to update and maintain the vehicle specifications”.

**FASC Approval of the DRAFT Project Close Out Report:**

On a motion by Ray Hessinger, NYSDOT, and a second by Eric Curtit, Missouri DOT, the DRAFT Project Close Out Report, as edited, was approved without objection (consensus having been achieved) for submittal to the Executive Board for its consideration.

Darrell Smith will make the approved edits and send the revised DRAFT to Steve Hewitt for distribution to the members of the NGEC Executive Board in advance of its net call – 11-22-16.

**7.**

**Other Issues/questions – All:**

**8.**

**Adjourn** – With no other business brought forth on today’s call, Darrell Smith adjourned the meeting at approximately 3:40PM Eastern.

**Next Finance and Administrative subcommittee conference call December 14, 2016  
866 209 1307 access code: 9786620#**

**Decisions and 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.

The first such update will be the “two-page” educational document being finalized for Executive Board approval.

**Status:** The education and outreach document has been approved and sent to AASHTO for printing. AASHTO publications has requested a version of the PDF with a bleed margin and crop marks. Eric Curtit has referred this question to the MODOT graphic arts staff.

**Review of NGEC By-Laws:** Ray Hessinger, FASC co-Vice Chair for Administrative issues and Steve Hewitt, NGEC Support Services Manager, will review the By-Laws with a special focus on how it complies with the new grant agreement to see if any changes are needed. Ray and Steve will report back to the FASC on their findings on the next call – 12-14-16.

**Syncing the new Grant Agreement with ongoing NGEN contracts:** Because the current Amtrak and AASHTO contract is in place until 9-30-17, and the current sub-contractor contracts are also in place until 9-30-17, no action is necessary right now. Amtrak and AASHTO have a process in place to extend the Amtrak/AASHTO contract in sync with the grant and effective 10-1-17 through 9-30-19. The subcontractors currently in place will be extended at the same time - effective 10-1-17 through 9-30-19 as anticipated in the new grant agreement SOW and budget.

**Milestones for the new Grant Quarterly Report:** Eric Curtit has provided FASC members with recommended milestones. No additional items or changes to Eric's suggestions have been offered. Members have until the next FASC meeting (12-14-16) to submit additional suggestions for milestones for inclusion in the quarterly report – the first of which will be submitted at the end of the current quarter (12-31-16).

**Preparing the Project Close Out Report –** The DRAFT Project Close Out Report, as edited, was approved by the FASC for submittal to the NGEN Executive Board for its consideration on its next call – 11-22-16.

#### ATTACHMENTS

Next Generation  
Equipment Committee



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

## SECTION 305 Finance and Administrative Subcommittee (FASC)

**Conference call  
November 16, 2016  
3:00PM Eastern  
866 209 1307 pass code 9786620#**

### MEETING AGENDA

- |   |                           |
|---|---------------------------|
| 1. Welcome/Open                                 | Darrell Smith             |
| 2. Roll Call                                    | Steve Hewitt              |
| 3. Action Items Review                          | Steve Hewitt              |
| 4. Approval of the Minutes from 10-19-16        | Darrell Smith             |
| 5. New 3-year Grant Agreement Executed 10-25-16 | Darrell Smith/Eric Curtit |
- Discussion of administrative steps going forward
- Review of NGEN By-Laws
  - Syncing the new grant with existing contracts

- c. Establishing milestones for the new Grant Quarterly Report
- 6. Review/Consider: DRAFT Close Out Project Report Darrell Smith
- 7. Other Issues/questions All

**Next Call December 14, 2016**  
**Call in # 866 209 1307 passcode 9786620#**