

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES FEBRUARY 7, 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, Amanda Martin, Amanda Martin also as proxy for Arun Rao, Tim Hoeffner, Brian Beeler II, Jeff Gordon for Michael Lestingi, Sal DeAngelo, Steve Hewitt, Strat Cavros, Shayne Gill</i>
ABSENTEES	<i>Michael Lestingi, Ray Hessinger, Jason Biggs, Beth Nachreiner, 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. Status Update - Action Items - Steve Hewitt:

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.

Status as of 2-7-18: The Executive Board is reviewing a revised draft of the two-pager which includes new pictures and suggested wording improvements. The Board has until COB on 2-9-18 to submit comments. On 2-13-18, the Board will discuss any changes and, hopefully, finalize the document for printing. MODOT graphics will do the initial printing to have copies ready for distribution at the NGEN Annual Meeting on 2-23-18. Thereafter, AASHTO will print additional copies for further distribution.

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 NGEN 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 NGEN 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 NGEN Grant SOW were approved by the FASC for submittal to the NGEN Executive Board. It is expected that the NGEN 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.

Agenda item 5.

Preparing for the NGEN 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.

Status as of 2-6-18: A draft presentation has been prepared by Tim Ziethen with input from Steve Hewitt and was distributed to FASC members on 2-6-18 for discussion on today's FASC call (2-7-18).

Agenda item 6.

4. Approval of Minutes from the 1-10-18 FASC conference call – Tim Ziethen, Amtrak:

On a motion by Eric Curtit, Missouri DOT, and a second by Brent Thompson WSDOT, the minutes from the 1-10-18 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 reported that an amendment form has been completed by Amtrak grants and has gone through the internal review including legal. It has now been sent as a DRAFT to FRA to get clarification as to whether FRA considers this a level 1 or level 2 change. Once they hear back from FRA on this question, Amtrak will send over a signed amendment form for FRA consideration. Tim expects that this could take place as soon as tomorrow.

Tim Ziethen is not sure how long of an approval process this will be at FRA. Jeff Gordon commented that he does not know for certain but believes this would be the kind of thing that would go quickly.

Tim will keep the subcommittee and the executive Board apprised of the process and will also provide a status update at the Annual Meeting.

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

Tim Ziethen walked through the draft FASC presentation and Treasurer's report he has prepared for the NGECE Annual Meeting.

Discussion:

It was agreed that the appendix to the presentation is not necessary and will be removed.

A slide on the development of the updated two-page educational document will be added to the FASC activities update.

Jeff Gordon, FRA, will confirm with FRA grants as to whether the current grant that runs through 9-30-19 can be extended or if it ends on 9-30-19 whether the funds are expended or not.

7. Other issues/questions – All:

Adjourn – With no other business brought forth on today's call Tim Ziethen adjourned the meeting at 3:28PM Eastern.

**Next Finance and Administrative subcommittee conference call March 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 NGECE: 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 NGECE 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 NGECE 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 NGECE.

On 6-28-17, Eric Curtit reported that he is focusing on the NGEN 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 NGEN.

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Preparing for the NGEN Annual Meeting – developing the FASC Presentation and the Treasurer’s Report:

The DRAFT presentation has been approved with minor changes as noted:

It was agreed that the appendix to the presentation is not necessary and will be removed.

A slide on the development of the updated two-page educational document will be added to the FASC activities update.

Jeff Gordon, FRA, will confirm with FRA grants as to whether the current grant that runs through 9-30-19 can be extended or if it ends on 9-30-19 whether the funds are expended or not, and the presentation will be modified to be consistent with the FRA’s response.

888 585-9008 passcode 559-120-127#

ATTACHMENTS

**Next Generation
Equipment Committee**



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

SECTION 305 NGEN Finance and Administrative Subcommittee (FASC)

**Conference call
February 7, 2018
3:00PM Eastern**

888 585-9008 passcode 559-120-127#

MEETING AGENDA

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| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Review | Steve Hewitt |
| 4. Approval of the Minutes from 1-10-18 | Tim Ziethen |
| 5. Status: Amtrak and FRA Grants review of SOW Revisions | Tim Ziethen |
| 6. NGEN 2018 Annual Meeting: Review DRAFT Treasurer’s Report & FASC Update | Tim Ziethen |
| 7. Other Issues/questions | All |

Next Call March 7, 2018

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