

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES      FEBRUARY 8, 2017    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, Ray Hessinger, Eric Curtit, Amanda Martin, Amanda Martin also as proxy for Arun Rao, and Tim Hoeffner, Brian Beeler II, Sal DeAngelo for Michael Lestingi, Beth Nachreiner, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>Tim Hoeffner, Arun Rao, Michael Lestingi, John Pagano, Nico Lindenau, Shayne Gill, Larry Salci</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 Items Review – Steve Hewitt

## 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 printed and is available upon request through Steve Hewitt. Board members have each received 2 copies. Additional copies will be available at the NGEC Annual Meeting. Distribution has been proceeding well – additional printed copies (on top of the original 300 copies) have been ordered through AASHTO.

**Review of NGEC By-Laws:** On today’s call (1-11-17) the FASC agreed to recommend to the NGEC Executive Board that no changes to the By-Laws be made now. Only minor typos have been indicated in the annual review, and, in and of themselves, they do not warrant a revision.

On 1-17-17 the Executive Board agreed with the FASC recommendation that there be no changes made to the NGEC By-Laws now.

### Task Complete

**Syncing the new Grant Agreement with ongoing NGEC 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.

**No action necessary now.**

**Milestones for the new Grant Quarterly Report:** Eric Curtit had previously provided FASC members with recommended milestones. No additional items or changes to Eric's suggestions were offered. Members had until the 12-14-16 to submit additional suggestions for milestones for inclusion in the quarterly report. With no additional items received, the current milestones were used in the last monthly activity report of this quarter by Steve Hewitt to be used as a basis for the Quarterly grant report to be submitted by Darrell Smith.

**Task complete** – Milestones have been incorporated into the NGECE monthly activities report for the third month of the quarter and this practice will continue. Darrell Smith will use this section as the bulk of the Quarterly Progress Reports to the FRA.

**Agenda item 5 – status/overview - first quarterly report to FRA. The quarterly report as submitted, was distributed along with the agenda for today's call.**

**Preparing the Treasurer's Report and the FASC update presentation for the NGECE Annual Meeting:** Darrell Smith will draft the Treasurer's Report and the FASC update presentation for review by FASC members prior to the next FASC call – 2-8-17.

**Agenda item 6 will provide an opportunity for review and discuss the DRAFT Treasurer's report and proposed FASC progress report presentation for the upcoming (2-24-17) NGECE Annual Meeting. The DRAFTS were distributed earlier today to all subcommittee members.**

**4. Approval of Minutes from the 1-11-17 FASC conference call - Darrell Smith:**

On a motion by Sal DeAngelo, FRA, and a second by Brent Thompson, WSDOT, the minutes from 1-11-17 were approved without exception.

**5. Status/Overview: First Quarterly Grant Progress Report to FRA - Darrell Smith:**

Darrell provided an overview of the process for preparing and submitting the Quarterly Progress report to FRA. He cited the differences between the format for this report vs the report under the last agreement. The current report calls for milestones and is much more succinct.

With milestones a critical part of the FRA report, Darrell noted that Steve Hewitt has incorporated the agreed upon milestones into the NGECE monthly activities report for the third month of the quarter, and this practice will continue. Darrell also noted that he used this section of the activities report as the bulk of the Quarterly Progress Reports to the FRA.

Darrell asked Steve Hewitt to continue the milestones in the third month of each quarter and retain them as currently numbered. If additional milestones are established they will be added to the report, but the current ones will remain even if there is no activity on a specific one in a particular quarter. (if that is the case, it will be so noted in the report.)

Darrell noted that the report was submitted on time (by January 31, 2017).

**6. Review: Annual Meeting Treasurer's Report and FASC presentation - Darrell Smith:**

Darrell Smith walked through the DRAFT Finance and Administrative Subcommittee Annual Meeting presentation and the DRAFT Treasurer's report. Only one change was recommended and that was to add a slide to the FASC presentation which provided a summary of the final determinations regarding the future funding options recommendations, and provide the reasoning for the decision to select the option of pursuing federal funding as the primary source of funding the NGECE going forward. Of note – the changes in statute (in the FAST Act) that prohibit the NGECE from incorporating have limited its ability to reasonably pursue other funding options.

All comments/suggested changes to the presentations are due to Darrell Smith by Monday 2-13-17. Following that date, Darrell will finalize the presentations and send back out to all FASC members in advance of the Annual Meeting.

Darrell added that states should be reminded to get their travel expense reimbursement forms into AASHTO within a month of the Annual Meeting. This point will be made at the Annual Meeting.

**7.  
Other Issues/questions – All:**

No other issues were forthcoming.

**8.  
Adjourn** – With no other business brought forth on today's call, Darrell Smith adjourned the meeting at approximately 3:25PM Eastern.

**Next Finance and Administrative subcommittee conference call March 8, 2017  
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 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 printed and is available upon request through Steve Hewitt. Board members have each received 2 copies. Additional copies will be available at the NGEN Annual Meeting. Distribution has been proceeding well – additional printed copies have been ordered.

**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.

**No action necessary now.**

**Preparing the Treasurer's Report and the FASC update presentation for the NGEN Annual Meeting:** Darrell Smith will draft the Treasurer's Report and the FASC update presentation for review by FASC members prior to the next FASC call – 2-8-17.

All comments/suggested changes to the presentations are due to Darrell Smith by Monday 2-13-17. Following that date, Darrell will finalize the presentations and send back out to all FASC members in advance of the Annual Meeting.

**ATTACHMENTS**

Next Generation  
Equipment Committee



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

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

**Conference call**

**February 8, 2017**

**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 1-11-17                            | Darrell Smith |
| 5. Status: First Quarterly Grant Progress Report to FRA            | Darrell Smith |
| 6. Review: Annual Meeting Treasurer's Report and FASC presentation | Darrell Smith |
| 7. Other Issues/questions  | All           |

**Next Call March 8, 2017**

**Call in # 866 209 1307 passcode 9786620#**