

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

MAY 2, 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, Ray Hessinger, Arun Rao, Arun Rao also as proxy for Amanda Martin, Brian Beeler II, Jeff Gordon for Michael Lestingi, Steve Hewitt,</i>
ABSENTEES	<i>Michael Lestingi, Tim Hoeffner, Amanda Martin, Jason Biggs, Beth Nachreiner, Sal DeAngelo, Shayne Gill, Strat Cavros, 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:

Steve Hewitt reported that all open action items will be covered under the agenda for today's call (5-2-18)

4. Approval of Minutes from the 3-7-18 FASC conference call – Tim Ziethen, Amtrak:

On a motion by Brent Thompson, WSDOT, and a second by Eric Curtit, MODOT, the minutes from the 3-7-18 FASC conference call were approved without exception or objection.

5. Status Updates:

FRA review/approval of NGE/SAIPRC SOW Revisions – Jeff Gordon for Michael Lestingi:

Jeff reported that the FRA is still waiting for NNEPRA to provide the SAIPRC SOW Amendment document that identifies that committee (SAIPRC) as taking on the responsibilities of the 514 subcommittee within its Capital Equipment working group.

Tim asked Brian Beeler, NNEPRA/Maine DOT if he had additional information or a status update. Brian noted that he had not hear about this request previously, but will check with Patricia Quinn, who he knows is drafting a revised SOW for SAIPRC and is likely including the 514 activities in that document. Brian and follow up with Tim Ziethen off line.

Contract for Document Control Manager - Tim Ziethen:

The contract for the Document Control Manager (Tammy Krause- TLK Associates, LLC) has been fully executed between TLK Associates LLC and AASHTO for the 12-month period from beginning on May 1, 2018 through April 30, 2019 for a not to exceed amount of \$70,000. There was some concern expressed by Steve Hewitt and Tim Ziethen that the contract as executed is not for the full length of the current grant agreement which would run through 9-30-19. The contract tasks and budget seem correct, but not the length of time, or the full amount of budget which was prorated to extend out through 9-30-19. Both Tim and Steve agreed that it seems AASHTO and TLK may have used a previous draft for the executed contract. A later draft submitted added the longer period to be consistent with other contracts and added the money commensurate with that period. In the end, it is more important that the contract has been executed and that Tammy Krause (TLK) is on board and has begun the very important Document Management work. As the 12 months draw near to term, an extension will need to be submitted through the end of the grant

agreement.

Unpaid AASHTO Invoice - Tim Ziethen:

Tim Ziethen reported that this should now be called the "unreimbursed AASHTO invoice". It has been paid to AASHTO but not reimbursed to Amtrak at this point. Amtrak is waiting to hear from FRA on the mechanics of requesting reimbursement for the payment. The bottom line is that AASHTO has been made whole.

6. Overview- Quarterly Grant Project Report to FRA January-March 2018 – Tim Ziethen/Steve Hewitt:

Tim Ziethen and Steve Hewitt prepared the Quarterly NGEC Grant Progress Report to FRA for the period ending March 31, 2018.

Tim thanked Steve Hewitt for his input into the report. Steve added some information including percentage of work completed and milestones.

The report was sent in by Amtrak Grants at the end of April.

It was suggested that the report be made available to the members of the FASC and to the officers of the NGEC Executive Board. Tim Ziethen will check with the grants office at Amtrak to get clearance to send it out and will then provide it to Steve Hewitt for dissemination.

7. NGEC Budget Status – Expenditures to date/Balance/Spend Rate – Tim Ziethen:

Two invoices were covered for approximately \$64,000 were processed during this quarter. To date, after 6 quarters of the current grant agreement, the NGEC has spent a total of \$190, 231.84. The spend rate is well under the planned amount contained in the SOW and budget. The total grant amount was \$1,250,000.

8. Planning/Strategy for obtaining future funding/grant beyond 9-30-19 – Eric Curtit:

Eric Curtit noted that the primary source of information in educating the Hill and stakeholders on the benefits of the NGEC is currently the two-page fact sheet of Results and Goals. This document was handed out at the NGEC Annual Meeting – approximately 100 copies were distributed. Since that time, another 65 have been requested and distributed to various members of the NGEC by Steve Hewitt. David Ewing distributed approximately 25 of the first 100 to the Hill as part of an SPRC packet.

SPRC has included a request for continued funding for the NGEC in its Outside Witness Testimony submitted to the Senate THUD subcommittee for FY19. CSG-ERC has also included a request for funding the NGEC in its Outside Witness Testimony to the Senate THUD subcommittee for FY19.

Eric noted that the subcommittee has explored many options for funding the NGEC, but it has always come back to the need for a federal grant to provide that funding. If it is not possible, an unknown at this point, to request a no-cost extension if the current funds have not been expended by 9-30-19, an effort will need to be made to educate the Hill further on the benefits of standardization. The NGEC will continue to maintain and update its specifications and adapt to new technologies and best practices to keep the specs current and useful and continue to achieve results that produce jobs and reinvigorate the passenger rail industry in the U.S.

Eric suggested that the two-pager be provided to State DOT government affairs representatives to carry the message to the Hill.

9. Other Issues/Questions – All:

With no further business brought forth, Chairman Ziethen adjourned today's call at 3:20PM Eastern.

**Next Finance and Administrative subcommittee conference call April 4, 2018
The call-in number is:**

888 585-9008 passcode 559-120-127#

The next call is scheduled for May 30, 2018

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 reinigorating the passenger rail equipment manufacturing and supply industry in the U.S.

Status: Approval/execution of the revised NGEC Grant SOW:

The FRA is still waiting for NNEPRA to provide the SAIPRC SOW Amendment document that identifies that committee (SAIPRC) as taking on the responsibilities of the 514 subcommittee within its Capital Equipment working group.

On 5-2-18, Tim Ziethen asked Brian Beeler, NNEPRA/Maine DOT, to follow up with Patricia Quinn on the status of the SAIPRC amended SOW, and report back.

Contract for Document Control Manager:

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Resolving missing invoice payment Amtrak to AASHTO:

On 5-2-18, Tim Ziethen reported that the invoice has been paid to AASHTO but has not been reimbursed to Amtrak at this point. Amtrak is waiting to hear from FRA on the mechanics of requesting reimbursement for the payment since the original grant against which the invoice was submitted is closed. The bottom line is that AASHTO has been made whole, and Amtrak will await instruction from FRA as to how to request reimbursement.

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Quarterly Grant Progress Report to FRA January-March 2018:

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ATTACHMENTS



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

SECTION 305 NGEC Finance and Administrative Subcommittee (FASC)

**Conference call
May 2, 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 3-7-18 | Tim Ziethen |
| 5. Status Updates: | Tim Ziethen |
| - FRA review/approval of NGEC/SAIPRC SOW Revisions | Michael Lestingi |
| - Contract for Document Control Manager | Tim Ziethen |
| - Unpaid AASHTO Invoice | Tim Ziethen |
| 6. Overview: Quarterly Grant Progress Report to FRA January-March 2018 | Tim Ziethen/Steve Hewitt |
| 7. NGEC Budget Status - Expenditures to date/Balance/spend rate | Tim Ziethen |
| 8. Planning/strategy for obtaining future funding grant beyond 9-30-19 | Eric Curtit |
| 9. Other Issues/questions | All |

Next Call May 30, 2018

888 585-9008 passcode 559-120-127#