

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

MAY 31, 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, Jeff Gordon for Michael Lestingi, Ray Hessinger, Arun Rao, Amanda Martin, Brian Beeler II, Beth Nachreiner, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>Michael Lestingi, Eric Curtit, Jason Biggs, Sal DeAngelo, Larry Salci, Shayne Gill</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 – All action items will be covered under today’s agenda:**

**A review of those items as they stand at the beginning of this call is listed below:**

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

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

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 were distributed at the NGENC Annual Meeting. Distribution has been proceeding well – additional printed copies (on top of the original 300 copies) have been ordered through AASHTO.

On the last call – 5-3-17, it was agreed that the task force should be re-convened to resume the development of a communications plan. Steve and Darrell will talk to Eric Curtit to ascertain his thoughts on moving forward. When the task force is re-convened, Beth Nachreiner, FRA, will be asked to participate, to convey her thoughts as expressed on 5-3-17.

#### **Agenda item 7**

**Syncing the new Grant Agreement with ongoing NGENC 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/sub consultants 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.

On the 5-3-17 conference call, a motion by Brent Thompson, WSDOT, and a second by Brian Beeler II, NNEPRA for Maine DOT, were offered to reaffirm the intent to renew the contract between Amtrak and AASHTO as well as

the current sub consultant's contracts for the remainder of the current grant agreement – through 9-30-19. The motion (below) will be transmitted to the FASC members for a vote to be taken on the next call – 5-31-17.

*"As was intended in past NGENC budget approvals and to ensure compliance with the Audit of Grant Agreement of March 27, 2013, and the NGENC's updated Procedure of Establishing Contract Support adopted August 6, 2013, the NGENC authorizes Amtrak to contract with AASHTO for administrative support services as well as subsequent sub-contracts per the statement of work for entities such as; with Hewitt Consulting for Manager of Support Services, and with SalciConsult for Specification Consultant services. In addition, with the Federal Railroad Administration's June 8th, 2015, approval of the NGENC's Supplemental Statement of Work and related budget extension through September 30, 2017, and its subsequent approval of the Statement of Work and Budget included in the Grant Agreement executed on October 26, 2016 for the period beginning October 1, 2016 through September 30, 2019, Amtrak is authorized to extend its agreement with AASHTO and AASHTO's sub-consultants in accordance with the Statement of Work."*

#### **Agenda 5a**

**Review/refresher 2013 NGENC Contract procedures:** It was agreed that the NGENC Contract Procedures should be distributed to the FASC and subsequently to the NGENC Board members as a refresher, and for a review. This will be an agenda item for the next FASC call 5-31-17.

#### **Agenda item 6**

##### **4.**

##### **Approval of Minutes from the 4-5-17 and 5-3-17 FASC conference calls - Darrell Smith:**

Due to the lack of a quorum, the approval of the DRAFT minutes from the 4-5-17 FASC call was tabled for consideration on today's call (5-31-17) along with the DRAFT minutes from the last call – 5-3-17.

On a motion by Tim Hoeffner, Michigan DOT, and a second by Ray Hessinger, NYSDOT, the minutes from the 4-5-17 and 5-3-17 FASC conference calls were approved without exception or objection.

##### **5.**

Syncing the new Grant Agreement with ongoing NGENC contracts - Darrell Smith:

Darrell Smith reviewed the motion that had been offered on 5-3-17 (by Brent Thompson, WSDOT, with a second by Brian Beeler II, NNEPRA for Maine DOT. The motion was intended to reaffirm the intent to extend the AASHTO contract and those of the sub-consultants (Steve Hewitt and Larry Salci) for the life of the current grant agreement through 9-30-19.

- a. Consideration of approval of the motion to reaffirm the intent to renew the contract between Amtrak and AASHTO as well as the current sub-consultant's contracts for the remainder of the current grant agreement through 9-30-19:

*"As was intended in past NGENC budget approvals and to ensure compliance with the Audit of Grant Agreement of March 27, 2013, and the NGENC's updated Procedure of Establishing Contract Support adopted August 6, 2013, the NGENC authorizes Amtrak to contract with AASHTO for administrative support services as well as subsequent sub-contracts per the statement of work for entities such as; with Hewitt Consulting for Manager of Support Services, and with SalciConsult for Specification Consultant services. In addition, with the Federal Railroad Administration's June 8th, 2015, approval of the NGENC's Supplemental Statement of Work and related budget extension through September 30, 2017, and its subsequent approval of the Statement of Work and Budget included in the Grant Agreement executed on October 26, 2016 for the period beginning October 1, 2016 through September 30, 2019, Amtrak is authorized to extend its agreement with AASHTO and AASHTO's sub-consultants in accordance with the Statement of Work."*

After reviewing the motion, Chairman Smith called for a roll call vote. Steve Hewitt called the roll:

Darrell Smith, Amtrak – aye  
Jeff Gordon, FRA – aye  
Brent Thompson, Washington State DOT – aye  
Ray Hessinger, NYSDOT – aye  
Arun Rao, Wisconsin DOT – aye  
Tim Hoeffner, Michigan DOT – aye  
Brian Beeler II, NNEPRA for Maine DOT – aye  
Amanda Martin, Iowa DOT -aye

With a quorum having been confirmed, and all votes cast in the affirmative, Darrell Smith determined that consensus has been achieved and the motion is approved.

Steve Hewitt will send the motion to NGEC Executive Board Chairman Eric Curtit and to the members of the Board with the FASC recommendation that it be considered for approval on its next call – 6-6-17.

Darrell Smith will be providing the monthly FASC update to the Board on the 6-6-17 call and will review the motion and provide the context for it.

b. Next Steps

Darrell reported that since the last FASC call (5-3-17) he has followed up with the Amtrak procurements office on the issue of extending the AASHTO contract, and they are working on language for renewal. Once that has happened, AASHTO will need to do the same with the sub-consultants as per the SOW and budget in the current grant agreement, and per the intent stated in the approved motion.

**6.**

**Refresher/review 2013 NGEC Contract Procedures – Steve Hewitt:**

a. Set timeline for FASC comments/edits/reaffirmation of procedures

Steve Hewitt provided a brief background and context on the NGEC contract procedures which were developed and adopted in 2013 to comply with Audit recommendations.

Steve noted that he and Darrell Smith discussed the fact that some of the members of the FASC and the Executive Board were not on the NGEC when the procedures were adopted, and others had not seen them in a long time, so it made sense for FASC members and the Board to review the document as a refresher and to offer suggestions for changes if deemed necessary. (Steve Hewitt pointed out one position that is cited in the procedures, that no longer exists, and should be corrected in a revised version).

Members of FASC were asked to review the procedures and send any comments on them to Steve Hewitt and Darrell Smith in advance of the next FASC call – 6-28-17.

b. Provide to NGEC Executive Board

During the Executive Board meeting following the 6-28-17 FASC call, Darrell Smith will walk through the procedures providing background and context as well as an overview of what the procedures are and how they are implemented.

**7.**

**Developing a strategy and implementation plan to obtain future federal funds – Eric Curtit:**

Eric Curtit was unavailable for today's call so this item was tabled for discussion on the next FASC call – 6-28-17.

**8.**

**Other Issues/questions – All:**

No other issues were forthcoming.

**9.**

**Adjourn** – With no other business brought forth on today's call, Darrell Smith adjourned the meeting at approximately 3:15PM Eastern.

**Next Finance and Administrative subcommittee conference call June 28, 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 NGENC:** 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 NGENC 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 NGENC 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 NGENC.

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On today's call, it was agreed that the task force should be re-convened to resume the development of a communications plan. Steve and Darrell will talk to Eric Curtit to ascertain his thoughts on moving forward. When the task force is re-convened, Beth Nachreiner, FRA, will be asked to participate, to convey her thoughts as expressed today. (5-3-17)

**Status:** Carried over for discussion on the next FASC call – 6-28-17.

**Syncing the new Grant Agreement with ongoing NGENC 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/sub consultants 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.

On today's call, a motion and a second were offered to reaffirm the intent to renew the contract between Amtrak and AASHTO as well as the current sub consultant's contracts for the remainder of the current grant agreement – through 9-30-19. The motion (below) will be transmitted to the FASC members for a vote to be taken on the next call – 5-31-17.

*"As was intended in past NGENC budget approvals and to ensure compliance with the Audit of Grant Agreement of March 27, 2013, and the NGENC's updated Procedure of Establishing Contract Support adopted August 6, 2013, the NGENC authorizes Amtrak to contract with AASHTO for administrative support services as well as subsequent sub-contracts per the statement of work for entities such as; with Hewitt Consulting for Manager of Support Services, and with SalciConsult for Specification Consultant services. In addition, with the Federal Railroad Administration's June 8th, 2015, approval of the NGENC's Supplemental Statement of Work and related budget extension through September 30, 2017, and its subsequent approval of the Statement of Work and Budget included in the Grant Agreement executed on October 26, 2016 for the period beginning October 1, 2016 through September 30, 2019, Amtrak is authorized to extend its agreement with AASHTO and AASHTO's sub-consultants in accordance with the Statement of Work."*

**Status:** On 5-31-17, the above motion was approved by the members of the Finance and Administrative Subcommittee and will be transmitted to the Executive Board with a recommendation that it be approved by the Board on its next call – 6-6-17.

**Review/refresher 2013 NGEC Contract procedures:** It was agreed that the NGEC Contract Procedures should be distributed to the FASC and subsequently to the NGEC Board members as a refresher, and for a review. This will be an agenda item for the next FASC call 5-31-17.

**Status:** FASC members are asked to review the NGEC contract procedures and send any comments to Steve Hewitt and Darrell Smith in advance of the next subcommittee call – 6-28-17. Following that call, the procedures will be transmitted to the NGEC Executive Board. Darrell Smith will walk through the document on the Executive Board call that follows the 6-28-17 FASC call.

#### ATTACHMENTS



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  
May 31, 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 4-5-17 and 5-3-17   | Darrell Smith |
| 5. Syncing the new Grant Agreement with ongoing NGEC contracts:   | Darrell Smith |
| a. Consideration of approval of the motion to reaffirm the intent to renew the contract between Amtrak and AASHTO as well as the current sub-consultant's contracts for the remainder of the current grant agreement through 9-30-19: | Darrell Smith |

*"As was intended in past NGEC budget approvals and to ensure compliance with the Audit of Grant Agreement of March 27, 2013, and the NGEC's updated Procedure of Establishing Contract Support adopted August 6, 2013, the NGEC authorizes Amtrak to contract with AASHTO for administrative support services as well as subsequent sub-contracts per the statement of work for entities such as; with Hewitt Consulting for Manager of Support*

*Services, and with SalciConsult for Specification Consultant services. In addition, the Federal Railroad Administration's June 8th, 2015, approval of the NGEN's Supplemental Statement of Work and related budget extension through September 30, 2017, and its subsequent approval of the Statement of Work and Budget included in the Grant Agreement executed on October 26, 2016 for the period beginning October 1, 2016 through September 30, 2019, Amtrak is authorized to extend its agreement with AASHTO and AASHTO's sub-consultants in accordance with the Statement of Work."*

- b. Next Steps Darrell Smith
  
- 6. Refresher/review 2013 NGEN Contract Procedures Steve Hewitt
  - a. Set Timeline for FASC comments/edits/reaffirmation of procedures
  - b. Provide to NGEN Executive Board
  
- 7. Developing a strategy and implementation plan to obtain future federal funds Eric Curtit
  
- 8. Other Issues/questions All

**Next Call June 28, 2017**  
**Call in # 866 209 1307 passcode 9786620#**