

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES JUNE 28, 2017 3:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Darrell Smith, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Darrell Smith, Brent Thompson, Jeff Gordon for Michael Lestingi, Eric Curtit, Tim Hoeffner, Brian Beeler II, Amanda Martin, Steve Hewitt</i>
ABSENTEES	<i>Michael Lestingi, Ray Hessinger, Arun Rao, Jason Biggs, Sal DeAngelo, Beth Nachreiner, Nathan Vomocil, 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 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.

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

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)

Agenda item 7

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/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 NGE C budget approvals and to ensure compliance with the Audit of Grant Agreement of March 27, 2013, and the NGE C's updated Procedure of Establishing Contract Support adopted August 6, 2013, the NGE C 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 NGE C'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."

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.

Status: On 6-6-17 the Executive Board approved the motion and directed Amtrak and AASHTO to work to finalize their contract in accordance with the motion, and for AASHTO to do the same with the sub-consultant contracts.

Ongoing status updates will be provided to the Executive Board until the contracts have been finalized and executed.

Agenda item 5

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

On 5-31-17, FASC members were asked to review the NGE C 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 NGE C Executive Board. Darrell Smith will walk through the document on the Executive Board call that follows the 6-28-17 FASC call.

As of 6-22-17, the following comments/updates to the procedures were received from WSDOT (the procedures with the suggested updates re attached with the agenda and other meeting materials):

Steve,

After reviewing the NGE C Contract Procedures, I have a few comments and question.

When the original procedure was written there was separate subcommittees for the Finance and Administrative, they now have been combined. The By-Laws had been changed to incorporate these two subcommittee into one. Would this be a good time to do the same in these procedures? This would also mean you would have to update Table 1 and Figure 1 too.

Also, can you tell me what "N.B.", on top of page3, stands for?

The attach documents have the highlighted areas that may need to be updated per my comments above.

Let me know if you have any questions.

Brent Thompson
Rail Operations Financial Manager
Washington State Department of Transportation
Brent.Thompson@wsdot.wa.gov
360.705.7927

Agenda item 6

4.
Approval of Minutes from the 5-31-17 FASC conference call - Darrell Smith:

On a motion by Brent Thompson, WSDOT, and a second by Eric Curtit, MODOT, the minutes from the 5-31-17 FASC conference calls were approved without exception or objection.

5.

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

Darrell Smith reported that a lot of work is being done internally at Amtrak to make sure the contract extension with AASHTO is compliant with the grant agreement. Darrell does not expect much to change for AASHTO at all, but with the new language applying to DBE's there may need to be an updated goal. Amtrak grants is going through the requirements with a fine-tooth comb to make sure all is done properly. Darrell will report each month on the status until the contract with AASHTO is done.

6.

Refresher/review 2013 NGEC Contract Procedures – Steve Hewitt:

Steve Hewitt reported that he had incorporated into a draft revised/updated Contract Procedures document, the changes/edits provided by Brent Thompson, WSDOT. Steve has also made some changes to the document correcting typos and grammatical errors and generally bringing the procedures in line with the Committee as it is structured in the present.

Steve walked through the narrative part of the document and described all changes he is recommending.

After completing the review, no further comments or changes were forthcoming. It was agreed that Steve would make the changes to the procedures, as described, and will send the updated version out to all FASC members for their review and, with an electronic vote having been authorized by Chairman Smith, Steve will note in his transmittal that members are to cast their vote and return it to Steve Hewitt and Darrell Smith. The intent is to approve the update in time to provide it to the Executive Board in advance of its next call – July 19th.

There are several attachments - table 1, flow chart and appendix A that need some correcting as well to make them consistent with the rest of the document. Steve does not have WORD versions of those. Jeff Gordon has some earlier WORD versions and will provide them to Steve.

7.

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

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.

Eric noted that "the two-pager is a helpful document...Missouri uses it, and I am sure other states do as well, but it does need to be revised."

Eric is sketching out some ideas on this. Darrell Smith recommended it be generic examples such as x number of revisions have been made just to the diesel-electric locomotive specification throughout the procurement process.

Eric agreed, and emphasized that "we do need to ramp it up...and we have a compelling argument" to make.

Members who have any thoughts on wording changes to the two-pager – especially reflective of maintaining the specs should send those comments to Steve Hewitt and Eric Curtit.

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 3:23PM Eastern.

**Next Finance and Administrative subcommittee conference call July 26, 2017
866 209 1307 access code: 9786620#**

Decisions and Action Items

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Status: Eric Curtit reported on 6-28-17, 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.

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Status: On 6-28-17, Darrell Smith reported that a lot of work is being done internally at Amtrak to make sure the contract extension with AASHTO is compliant with the grant agreement. Darrell does not expect much to change for AASHTO at all, but with the new language applying to DBE's there may need to be an updated goal. Amtrak grants is going through the requirements with a fine-tooth comb to make sure all is done properly. Darrell will report each month on the status until the contract with AASHTO is done.

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: Steve Hewitt reviewed the changes that have been sent in by members – primarily Brent Thompson, and additional changes he has made as he worked through the original document. It was agreed that Steve will revise the procedures as described in his overview and send to all members for their review and for an electronic vote. The intent is to send an approved/update set of procedures to the Executive Board in advance of its next call – 7-19-17.

ATTACHMENTS



SECTION 305 Finance and Administrative Subcommittee (FASC)

**Conference call
June 28, 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 5-31-7 | Darrell Smith |
| 5. Status: Syncing the new Grant Agreement with ongoing NGEC contracts | Darrell Smith |
| 6. Refresher/review 2013 NGEC Contract Procedures | Steve Hewitt |
| 7. Developing a strategy and implementation plan to obtain future federal funds | Eric Curtit |
| 8. Other Issues/questions | All |

**Next Call July 26, 2017
Call in # 866 209 1307 passcode 9786620#**