

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

JULY 29, 2015

3:00PM EASTERN

CONFERENCE
CALL/WEBINAR

| | |
|--------------------|--|
| FACILITATOR | <i>Darrell Smith, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i> |
| ATTENDEES | <i>Darrell Smith, Ray Hessinger, Eric Curtit, Eric also as proxy for Brent Thompson, Arun Rao, Arun also as proxy for Tammy Nicholson, Jeff Gordon for Michael Lestingi, Beth Nachreiner, Shayne Gill, Steve Hewitt,</i> |
| ABSENTEES | <i>Michael Lestingi, Brent Thompson, Tammy Nicholson, Tim Hoeffner, Brian Beeler, Larry Salci, Jason Biggs, Vincent Brotski, Sal DeAngelo, Bryan Hong, Strat Cavros,</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.

Review of Action Items – Steve Hewitt:

Status Update: Action Items

Executing the Amended Grant Agreement for a no cost extension through 9-30-17: On the June 9th call of the NGEC Executive Board, Chairman Curtit reported that Grant Agreement Amendment #5 through federal fiscal year 2017 (9-30-17) was signed by FRA, and thus, formally executed on June 8, 2015.

Task Complete

Extending existing contracts: Most, if not all, have been completed and executed – all are in process. Amtrak/AASHTO contract is through purchasing and a letter or PO will be (or has been) sent to AASHTO. Shayne Gill will check to see if it has been received and let Darrell Smith know

Shayne Gill confirmed that the AASHTO/Amtrak contract has been executed effective July 1, 2015.

Task Complete

Developing educational documents for getting the message out: Steve Hewitt will prepare an outline for the next version of the Backgrounder – to be a look ahead – Fore-grounder.

The Fore-grounder continues to be a work in progress – has not received jobs input from Siemens or Nippon Sharyo – only Caltrans thus far - will ask again.

Steve will also begin developing a potential progress report to Congress to go from the NGEC Chair.

Steve is looking at revising the monthly activities report into a document that can be sent to the Hill quarterly. This may be something that the proposed legislative outreach working group would be able to take on.

Status: Awaiting Legislative Task Force input

Establishing a Legislative Outreach Task Force:

Darrell Smith called for the establishment of a legislative outreach task force to provide the needed expertise to assist the NGEN in developing a legislative outreach strategy.

Eric Curtit has volunteered to chair the task force. He, Darrell, and Steve Hewitt will talk over the next week or so to develop a plan for forming the task force and setting forth a plan to move it forward.

Shayne Gill has provide the names of four active State DOT policy/legislative affairs staff to be contacted as potential task force members.

Eric Curtit will provide the name and contact information for Missouri DDOT's Governmental Affairs Director; and Darrell Smith will provide the contact info for Amtrak's governmental affairs representative for the task force.

FRA will not formally participate on the task force, but Michael Lestingi will provide a name and contact information for a representative from FRA to act in an advisory/coordination capacity, and to assist in strategy.

Status: Eric Curtit, Darrell Smith and Steve Hewitt met via conference call on 7-17-15 to discuss the goals and objectives of the task force and prepare steps to recruit members.

A report on the status will be provided under agenda item 6.

Obtaining data in regard to potential/future acquisition needs: FRA has prepared "a back of the envelope" look at "the best sense of what the needs might be". It was emphasized that this is not a well vetted body of work.

Nico Lindenau and Brent Thompson will get together and do follow up on this to try to show what is expected to be on the table over the next 10 or 20 years...and estimate where things will be in order to then determine the next steps for going to the Executive Board.

Status: Brent Thompson contacted Steve Hewitt prior to today's call and reported that he and Nico had not connected prior to Nico leaving for vacation. Brent stated that they will have an update for the next call.

Review of and comment on the NGEN Future Concept document:

Eric Curtit will provide a draft white paper by two weeks prior to the next FASC call.

Steve Hewitt will provide ample time on the next agenda for discussion.

Status: Agenda item 7.

4. Approval of Minutes from the July 1, 2015 FASC conference call – Darrell Smith:

On a motion by Eric Curtit, Missouri DOT, and a second by Jeff Gordon, FRA, the minutes from the July 1 2015 FASC call were approved without exception.

5. Status: Follow up on obtaining data on potential/future acquisition needs - Brent Thompson/Nico Lindenau:

Due to the absence of Brent Thompson and Nico Lindenau today - this item was tabled until the next call.

6. Status: DRAFT White paper on NGEN Future Concept Document - Eric Curtit:

Eric Curtit reported that he has a draft white paper nearly complete – and will provide it first to Steve Hewitt (next week) and then, once any changes are made, it will be sent as a draft to the full FASC. This will be a discussion item

on the next call.

7.

Status: Establishing a Legislative Outreach Task Force - Eric Curtit/Darrell Smith:

Steve Hewitt, Darrell Smith and Eric Curtit met on July 17th to agree on the goals and objectives of this new task force. Eric has agreed to chair the group and will be sending an email to the list of potential members provided by Shayne Gill and previously reported in last month's minutes.

Thus far confirmed members of the task force are:

Eric Curtit, Missouri
Jay Wunderall, Missouri
Mariah Morales, Amtrak
Shayne Gill, AASHTO
Steve Hewitt, NGEC

Once Eric has gotten additional members, he will ask Steve Hewitt to arrange a conference call.

8.

Next Steps – Darrell Smith:

Darrell Smith urged the members to press ahead with the various assignments/actions as time is running out to meet the October deadline of a report to the Executive Board.

Darrell agreed to also develop a spreadsheet for a potential NGEC/209 membership fee as another potential way to obtain revenue outside of the federal grants program. Darrell will present his concept in more detail on the next call.

The next call will be scheduled for August 17th at 3:00PM Eastern due to a variety of conflicts on the regularly scheduled call of August 26th (that call will be canceled). Steve Hewitt will send calendar notices.

9.

Other Issues/questions – All:

Steve Hewitt commented that since the NGEC vehicle specifications have been added to the secure web site section, he is able to better track usage. Over the past two weeks he has had at least 10 requests for the specifications. (One way the subcommittee is considering to raise revenue is charging a user fee)

Shayne Gill agreed to talk to AASHTO's publication department to get a sense of how it collects fees for documents and specs, and how it charges different fees based on being a member or non-member etc. Shayne will report back on his findings on the next call.

Adjourn:

With no further business forthcoming, Darrell Smith adjourned today's conference call meeting at approximately 3:35 PM Eastern.

**Next Finance and Administrative subcommittee conference call August 17, 2015
866 209 1307 access code: 9786620#**

Decisions and Action Items

Establishing a Legislative Outreach Task Force: Eric has agreed to chair the group and will be sending an email to the list of potential members provided by Shayne Gill and previously reported in last month's minutes.

Obtaining data in regard to potential/future acquisition needs: FRA has prepared "a back of the envelope" look at "the best sense of what the needs might be". It was emphasized that this is not a well vetted body of work.

Nico Lindenau and Brent Thompson will get together and do follow up on this to try to show what is expected to be on the table over the next 10 or 20 years...and estimate where things will be in order to then determine the next steps for going to the Executive Board.

| |
|---|
| Brent and Nico will report on their progress on the next call – August 17, 2015. |
| Review of and comment on the NGEN Future Concept document: Eric Curtit will provide a draft white paper in advance of the August 17 th FASC call. |
| Proposal to assess a membership fee: Darrell Smith will develop a spreadsheet for a potential NGEN/209 membership fee. Darrell will present his concept in more detail on the next call. |
| Assessing Specification use fees: Shayne Gill agreed to talk to AASHTO's publication department to get a sense of how it collects fees for documents and specs, and how it charges different fees based on being a member or non-member etc. Shayne will report back on his findings on the next call. |
| Next Call: The August 26 th call is canceled – instead it will take place on August 17 th at 3:00PM Eastern. Steve Hewitt to send calendar notices. |

ATTACHMENTS



SECTION 305 Finance and Administrative Subcommittee (FASC)

**Conference call
 July 29, 2015
 3:00pm. Eastern
 866 209 1307 pass code 9786620#**

MEETING AGENDA

- | | |
|---|------------------------------|
| 1. Welcome/Open | Darrell Smith |
| 2. Roll Call | Steve Hewitt |
| 3. Action Item Review | Steve Hewitt |
| 4. Approval of the Minutes from 7-1-15 | Darrell Smith |
| 5. Status: Follow up on obtaining data on potential/future acquisition needs: | Brent Thompson/Nico Lindenau |
| 6. Status: DRAFT White paper on NGEN Future Concept Document | Eric Curtit |
| 7. Status: Establishing a Legislative Outreach Task Force | Eric Curtit/Darrell Smith |
| 8. Next Steps: | Darrell Smith |
| 9. Other Issues/questions | All |

Next Call August 17, 2015

Call in # 866 209 1307 passcode 9786620#