

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES AUGUST 23, 2017 3:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Brent Thompson, Co-Vice Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Brent Thompson, Jeff Gordon for Michael Lestingi, Ray Hessinger, Eric Curtit, Brian Beeler II, Amanda Martin, Amanda Martin also as proxy for Arun Rao, Jason Biggs, Shayne Gill, Strat Cavros, Steve Hewitt</i>
ABSENTEES	<i>Michael Lestingi, Arun Rao, Tim Hoefner, Sal DeAngelo, Beth Nachreiner, Nathan Vomocil, Larry Salci,</i>

DECISIONS MADE

1. Welcome and Open Meeting –:

Subcommittee Co- Vice Chair, Brent Thompson, WSDOT, opened the conference call meeting and asked Steve Hewitt to call the roll.

2. Roll Call – Steve Hewitt:

Steve Hewitt called the roll and noted that, due to Amtrak not being represented, a quorum could not be established., but that Chairman Smith wanted the meeting to take place to keep things moving. Steve Hewitt recommended that the Minutes be moved for approval, pending any additional input that Darrell Smith may have upon his return.

Status Update - Action Items – as of 8-23-17

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.

On 6-28-17, 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.

Members who have any thoughts on wording changes to the two-pager – especially reflective of maintaining the specs - were asked to provide those comments to Steve Hewitt and Eric Curtit. No comments have been received to date.

Status: On 7-21-17, Eric Curtit provided Steve Hewitt with a summary of suggested changes to the two-pager which are as follows:

Summary of suggested revisions to the two-pager

Add revision name and associated dates to timeline for specification revisions to better show spec maintenance and evolution. Each spec would list associated revisions from production under its name, chronologically.

*Top of page two edit Results – add language to Standardize **and Maintain** the design specifications of passenger rail equipment.*

*Page two, also top section – revise to include maintenance of specs - PRIIA 305 created, **and now maintains**, six specifications....*

Eric has provided these changes to Missouri DOT graphic arts staff and expects to have a draft to share prior to the next FASC call – 8-23-17.

Agenda item 6.

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/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 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.

Agenda item 5.

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

Status: On 7-13-17, an electronic vote was conducted by the FASC and the revisions/updates were approved with all members voting in favor. The updated document was presented to the NGEN Executive Board and on 7-18-17, the Board adopted the revised/updated procedures as presented.

TASK Complete

4.

Approval of Minutes from the 6-28-17 FASC conference call – Brent Thompson, WSDOT:

On a motion by Eric Curtit, Missouri DOT, and a second by Brian Beeler II, NNEORA for Maine DOT, the minutes from the 6-28-17 FASC conference calls were approved without exception or objection, pending any additional comments from Darrell Smith on behalf of Amtrak.

5.

Status: Syncing the new Grant Agreement with ongoing NGEN contracts – Brent Thompson, WSDOT:

NGEN Treasurer and FASC Chair, Darrell Smith, Amtrak, provided the following update for inclusion in today's minutes. Brent Thompson read them into the record:

Amtrak Procurement has completed its review of the FRA Grant Agreement requirements and is now finalizing the paperwork for the renewed agreement between Amtrak and AASHTO. Amtrak Procurement's Alfreda Stowers is moving it forward, and should soon be in touch with AASHTO.

Strat Cavros, AASHTO contracts, was present on today's call and was pleased to hear that things are moving along – "good to know".

6.

Next steps: Revising two-pager and developing a strategy to secure future federal funding – Eric Curtit:

Eric Curtit reported that his graphic arts team (MODOT) is going through the recommendations he had provided for improving/revising the two-page educational document.

Eric explained his view that the intent is for the two-pager to help the NGEN in securing new funding, and be used as a leave behind on visits to the Hill. Eric noted that the current document does not highlight maintenance of the specifications as a critical part of what the NGEN does. The specs have been developed and adopted, and now the critical function of the Committee is to keep them up to date and useful for our customers, the states and the industry.

They must be kept current and relevant. This function needs to be better articulated in the new two-pager. Eric commented that he may ask for input from the Technical subcommittee on how to say it better.

Jeff Gordon, FRA, (and a member of this subcommittee and of the Technical subcommittee) volunteered to draft something for consideration. Jeff will provide it to Steve Hewitt and Eric Curtit in advance of the next FASC call, and it will be provided to the MODOT graphics arts team to include in a proposed updated version of the two-pager.

Eric also noted that it would be helpful to have a mention or description of how many times the specs have been updated since their initial release.

7.

Other Issues/questions – All:

Brent Thompson raised the issue of the need to change the date for the next FASC call – currently scheduled for 9-20-17 – due to SCORT, SPRC and SAIPRC all being held that week in Oakland. It was agreed that the call will be canceled and rescheduled once Steve Hewitt has had a chance to get Chairman Smith's input on a date – likely 9-27-17.

8.

Adjourn – With no other business brought forth on today's call, Brent Thompson adjourned the meeting at 3:13 PM Eastern.

**Next Finance and Administrative subcommittee conference call September 27, 2017 (tentative)
866 209 1307 access code: 9786620#**

Decisions - Action Items

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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.

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*Page two, also top section – revise to include maintenance of specs - PRIIA 305 created, **and now maintains**, six specifications...*

Eric has provided these changes to Missouri DOT graphic arts staff and expects to have a draft to share prior to the next FASC call – 8-23-17.

Status: On today's call (8-23-17) it was agreed that the language regarding maintenance of the specs would be

developed by Jeff Gordon, FRA, for consideration. Jeff will draft his recommended language and provide it to Steve Hewitt and Eric Curtit in advance of the next FASC call – in advance enough to have the MODOT graphics arts team include it in a draft of the updated document.

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.

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As of 7-25-17, Darrell Smith reports that the contract extension with AASHTO continues to work through Amtrak Purchasing with no issues. This will remain as an open action item and agenda item to be reported on until the process is complete. Next update – 8-23-17.

Status as of 8-23-17: *Amtrak Procurement has completed its review of the FRA Grant Agreement requirements and is now finalizing the paperwork for the renewed agreement between Amtrak and AASHTO. Amtrak Procurement's Alfreda Stowers is moving it forward, and should soon be in touch with AASHTO.*

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
August 23, 2017
3:00PM Eastern

888 585-9008 pass code 559-120-127#

MEETING AGENDA

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|------------------------|----------------|
| 1. Welcome/Open | Brent Thompson |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Review | Steve Hewitt |

4. Approval of the Minutes from 6-28-17 Brent Thompson
5. Status: Syncing the new Grant Agreement with ongoing NGEC contracts Brent Thompson
6. Next steps: Revising two-pager and developing a strategy to secure future federal funding Eric Curtit
7. Other Issues/questions All

Next Call September 27, 2017 (tentative)
Call in # 866 209 1307 passcode 9786620#