

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES      SEPTEMBER 27,  
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, Eric Curtit, Brian Beeler II, Amanda Martin, Arun Rao, Tim Hoeffner, Beth Nachreiner, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>Michael Lestingi, Ray Hessinger, Jason Biggs, Sal DeAngelo, Nathan Vomocil, Larry Salci,</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. Status Update - Action Items

**A review of the action items was tabled as all items were covered under the agenda.**

**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.

**Status:** On 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.

### Agenda item 7 – under Revising two-pager educational 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.

On 8-23-17, the following update was provided: *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.

**Agenda item 5.**

**4.**

**Approval of Minutes from the 8-23-17 FASC conference call – Darrell Smith, Amtrak:**

On a motion by, and a second by Brent Thompson, WSDOT, and a second by Eric Curtit, Missouri DOT, the minutes from the 8-23-17 FASC conference calls were approved without exception or objection.

**5.**

**Status: Contract Extensions – Amtrak/AASHTO – AASHTO/subconsultants – Darrell Smith:**

Darrell Smith reported that Amtrak and AASHTO have executed their contract extension, and, he was aware of at least one of the sub-contractor extensions being completed between that consultant and AASHTO.

The contracts are extended through the life of the grant agreement – 9-30-19.

**6.**

**Discussion: 514 – request to leave NGEC - move solely to SAIPRC - Eric Curtit/Darrell Smith:**

The 514 subcommittee Chair (Brian Beeler II) has requested that 514 subcommittee be moved out of 305 (NGEC) to SAIPRC. When 514 was established in the NGEC, SAIPRC did not yet exist and the NGEC seemed to be the best fit for it. The NGEC had the structure and procedures in place to do the work required.

With SAIPRC now fully established and funded through an FRA Grant, the 514 – especially regarding 209 - activities relate more to it's the work of SAIPRC than to the NGEC. To keep it in both committees (and with many of the same members) makes it confusing and duplicative.

Eric Curtit, at the 9-26-17 NGEC Executive Board meeting, directed the Finance and Administrative subcommittee (FASC) to look at this request and identify what needs to happen and what the impacts could be on the NGEC Grant agreement SOW and budget, as well as on the NGEC By-Laws. Both are areas of jurisdiction of the FASC (Administrative and Finance arm of the NGEC)

Eric Curtit has spoken to SAIPRC chair – David Kutrosky – and has told him this may take some time, because it is important to take the right steps to not negatively impact either the NGEC grant agreement or that of SAIPRC.

- Administrative actions needed

The NGEC By-Laws will need to be revised, as 514 had been added to the By-Laws and Operating Procedures as a Standing subcommittee. To change the NGEC By-Laws, those changes need to be approved by the FASC and then they are to be submitted in writing to members of the Executive Board. They must be in the possession of the Board members for 30 days prior to a vote taking place.

Steve Hewitt recommended that Darrell assign this effort to Ray Hessinger, as Vice Chair for the Administrative side of FASC, and to Steve Hewitt to make the changes and recommendations to the full FASC. This could likely be done by the next FASC call – on October 18<sup>th</sup>.

- Impacts on Grant agreement – milestones and approved SOW and Budget

Darrell Smith commented that he had spoken about this to the Amtrak grants office and a no-cost amendment to the grant between Amtrak and FRA will be required and the SOW will need to be revised. It was recommended that the NGEC look at the whole SOW as they are looking to make the 514 changes and see if there are other changes at this point that should be made going forward. If there are any adjustments that should be made, they should all be made at the same time.

Darrell also wanted to "set expectations" that like anything related to these kinds of things there can be some "bureaucratic sluggishness...it will take time."

Darrell also pointed out that the NGEC is sending at a rate about ½ below the projected spend rate, so this is a very good time to take a good look at the SOW and adjust it going forward. Darrell will have a full report on the budget status on the next FASC call.

Eric reported that there are a couple of things that are up-coming that will increase that spend rate –

but he is not ready to report on the details of those activities yet.

Brian Beeler emphasized that the intent of the 514 and of SAIPRC was to eliminate some of the duplications of service with limited resources and many of the same people involved with both committees. "The intent here is to streamline things and he hopes that this is not too heavy a lift for everyone." He also believes that making this move will, ultimately, put more money back into the NGEC to use for activities more closely related to its true mission.

Asked about the status of the CIP, Brian commented that it is going through the normal process and his update will be brought to the NGEC executive Board as it has in the past. He noted that FRA has some edits to the current draft and once they are included it will be ready to present to the NGEC Executive Board for consideration of approval.

Asked if there would need to be an ongoing report to the NGEC on 514 activities once moved over to SAIPRC, it was agreed that, periodic updates could be provided on an as needed basis if there was something relevant to the NGEC.

Darrell Smith added that SAIPRC would also have to change its grant SOW.

Beth Nachreiner, FRA, said since NNEPRA is the grant holder, with SAIPRC, that should not be too difficult.

Eric Curtit added that there should be an immediate call to action by the Technical subcommittee of the NGEC to review the current grant SOW and to provide input on possible revisions. Eric will send an email to Mario Bergeron asking him to begin that effort.

Tim Hoeffner suggested an MOU between NGEC and SAIPRC may be needed to facilitate the transfer and that 514 would continue to function as is until all steps are taken and SAIPRC.

It was also agreed that Eric will ask SAIPRC to provide him with confirmation on its recent vote to take on the 514 subcommittee responsibilities.

Asked if it was possible to do this without an amendment to the grant agreement, Darrell responded that the Amtrak grants people have said we need to go through the full grant agreement SOW and our grant reporting as well, because part of the quarterly report is related to progress from each of the standing subcommittees of which 514 is one.

**7.**

**Status: Revising two-pager and developing a strategy to secure future federal funding - Eric Curtit/Jeff Gordon:**

FRA (Jeff Gordon) is working on providing suggested language to emphasize the importance and commitment of the NGEC to maintain the specifications to keep them up to date and useful.

MO DOT graphics arts will include the additional language and a draft will be forthcoming for FAS review and comment in the coming weeks.

**8.**

**Other Issues/questions – All:**

**8.**

**Adjourn** – With no other business brought forth on today's call, Darrell Smith adjourned the meeting at 3:35PM Eastern.

**Next Finance and Administrative subcommittee conference call October 18, 2017**

**The new call in number is:**

**888 585-9008 passcode 559-120-127#**

## Decisions - 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.

On 6-28-17, Eric Curtit reported that he is focusing on the NGENC 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 NGENC.

**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.

**Status:** As agreed on 8-23-17, FRA (Jeff Gordon) is working on providing suggested language to emphasize the importance and commitment of the NGENC to maintain the specifications to keep them up to date and useful.

MO DOT graphics arts will include the additional language and a draft will be forthcoming for FASVC review and comment in the coming weeks.

**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.

A contract extension between Amtrak and AASHTO has been executed and will run through 9-30-19. At least one sub-contractor has now had his contract extended by AASHTO for the same period – through 9-30-19.

### Task Complete

#### Moving 514 to SAIPRC:

Actions:

Steve Hewitt and Ray Hessinger will prepare By-Law revisions.

FASC will begin a review of the grant agreement SOW and propose amendments for moving 514 and for potential revisions beyond just the move of 514 to SAIPRC.

Darrell Smith will provide a full report on the status of the NGENC budget and its spend rate, on the next FASC call.

Darrell will report the anticipated steps for the move of 514, as a part of his progress report to the Board on 10-10-17. On that call, Eric Curtit and Darrell will ask that Mario Bergeron begin a review of the grant agreement SOW from the perspective of the Technical subcommittee and its future needs.

Steve Hewitt will provide a copy of the NGEN By-Laws section pertaining to 514 to David Kutrosky, Chair of SAIPRC.

**New FASC call in number: Beginning with the next call – 10-18-17 the FASC call-in number will be:  
888 585-9008 passcode 559-120-127#**

#### ATTACHMENTS

Next Generation  
Equipment Committee



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

### SECTION 305 NGEN Finance and Administrative Subcommittee (FASC)

**Conference call  
September 27, 2017  
3:00PM Eastern  
866 209 1307 passcode 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 8-23-17  | Darrell Smith |
| 5. Status: Contract extensions – Amtrak/AASHTO – AASHTO/Subconsultants                   | Darrell Smith |
| 6. Discussion: 514 – request to leave NGEN - move solely to SAIPRC                       | Eric Curtit   |
| - Administrative actions needed  |               |
| - Impacts on Grant agreement milestones  |               |
| - Impacts on Grant Agreement approved SOW and Budget                                     |               |
| 7. Status: Revising two-pager and developing a strategy to secure future federal funding | Eric Curtit   |
| 8. Other Issues/questions  | All           |

Next Call October 18, 2017

**888 585-9008 passcode 559-120-127#**