

# SECTION 305 FINANCE SUB COMM

MINUTES

OCTOBER 19, 2011

3:00 PM EST

CONFERENCE CALL

<b>FACILITATOR</b>	<i>DJ Stadtler, Treasurer S305 NGENC Committee Executive Board, and Chair of the S305 Finance Subcommittee</i>
<b>ATTENDEES</b>	<i>DJ Stadtler, Brent Thompson, Steve Hewitt, Nancy Greene, Ken Uznanski, Nico Lindenau</i>
<b>ABSENTEES</b>	<i>Chad Edison, Whitney Phend, Juli Salvi, Leo Penne, Shayne Gill, Jim Donlin, Bill Bronte, David Ewing, Amy Arnis</i>

## DECISIONS MADE

DJ Stadtler called the meeting of the Finance subcommittee to order and the roll call was taken.

On a motion by Brent Thompson and a second by Ken Uznanski, the minutes from the September 7, 2011 Finance subcommittee call were approved without objection.

DJ stated that he had two agenda items for today's call.

### **Item 1 – Status of the proposed Statement of Work (SOW) for Rob Edgcumbe's services:**

DJ reported that he had "finally" completed preparation of a Statement of Work for a potential contract for the services of Rob Edgcumbe.

DJ raised the question of how the subcommittee members thought the budget estimate for the work should be broken down. He asked, "Should it be task by task with a cap or an hour by hour basis?"

Ken Uznanski commented that the previous contract Rob had was with Amtrak – but that this one should be "split up by tasks" among the subcommittees and Administrative task force since "each has a piece" of the total contract.

DJ reiterated that he was trying to determine whether or not it should be task by task or hourly, but agreed it would be broken into the various groups where the tasks will reside.

Ken advised that it be a "not to exceed contract with more than we'll need, and pay it on billable hours."

Hearing no objections or additional suggestions, DJ said he "was comfortable with that approach" and would go that way.

It was agreed that DJ would provide the Statement of Work to Steve Hewitt after the call. Steve would then send it to the Finance subcommittee members; the Technical subcommittee Chair and the Administrative task force Chair. In transmitting the SOW, Steve will ask that the recipients review the SOW and provide estimates for the hours required per task for those items under their areas of responsibility. All comments and estimates will be due to DJ with a CC to Steve Hewitt by COB on Friday.

DJ will then finalize the document and provide it to the Executive Board (through Steve Hewitt) on Monday, October 24, 2011, so that they have it in advance of the October 25, 2011 Executive Board meeting.

DJ asked who should negotiate the rate with Rob, once the SOW is approved. It was generally agreed that it should be whoever will be Rob's primary contract manager. Most likely Mario Bergeron, since the bulk of the tasks are within the jurisdiction of the Technical subcommittee.

**Item 2 – Charging Ken Uznanski’s Committee work time to the Section 305 NGE:**

DJ Stadler informed the subcommittee that there has been discussion at Amtrak that since Ken Uznanski devotes so much time to the “nuts and bolts” support for the NGE, the time should be charged to 305.

DJ asked if anyone had any concerns or issues with this concept. Brent Thompson, Washington DOT, said that he was “ok with it” and agreed that Ken is providing a great deal of service to the Committee.

Ken, was remaining out of the discussion, but noted it would require a modification to the grant agreement.

As this decision would go through the Administrative task force, or so it seems, and then on to the Executive Board, DJ will attend the Administrative task force call this Friday and raise the issue with its members.

**Other items for discussion:**

Nancy Greene asked if AASHTO had provided a scope of work and budget for the 2011-2012 grant agreement modification. Steve Hewitt said “yes, months ago” and asked Ken Uznanski to confirm that. Ken agreed that they had.

Ken then raised the point that AASHTO did have an issue that they intend to raise with the Executive Board in regards to what the overhead charges in the contract should be. AASHTO, according to Ken, has stated that they had agreed to charge ½ of their overhead rates for the first year only, but the grant agreement modification included that same rate. There is a discrepancy as AASHTO’s budget submission for the modification included full overhead rates.

Ken explained that this will also require a modification of the grant agreement.

Asked how much the total difference would be, Ken responded that it would be about a \$35,000 difference in total – running through March 31, 2012.

DJ thought this should also be raised during the Administrative task force call on Friday, and he will bring it up.

Ken expressed the view that this needed to be an Executive Board decision, and that AASHTO should make its case to the Board. He also noted that Chairman Bronte was aware of the issue.

Ken also commented that AASHTO has not submitted invoices for reimbursement yet this year, and it is likely that they are waiting to resolve the overhead rate issue before submitting their invoices.

Steve Hewitt reminded DJ that he would need to have a draft scope of work and budget for the Finance subcommittee for the period from April 1, 2012 through March 31, 2013, submitted to the Board prior to next Tuesday’s Board conference call.

DJ agreed and said he would complete his proposal and send that to Steve for distribution to the Finance subcommittee members for their review and comment. All comments should be submitted to DJ (CC Steve) by COB Friday, October 21, 2011.

**Next Finance subcommittee conference call: November 2, 2011 at 3:00pm Eastern  
866 209 1307 access code: 8597804#**

**Action Items**

Carryover item: Nancy Green to provide a proposal for voting procedures for the Finance subcommittee to consider.

DJ Stadler to complete the SOW for Rob Edgumbe and send it to Steve Hewitt today for distribution to the Finance subcommittee members and the Technical subcommittee and Administrative task force chairs for their comments and for their input in regards to the tasks assigned and the estimate of hours needed per task.

The SOW and estimated time allotted to each task will be sent back to DJ (CC Steve Hewitt) by COB, Friday October 21, 2011. DJ will finalize it and submit (through Steve) to the Board on Monday, October 24, 2011.
DJ to attend the Administrative task force call on Friday, October 21, 2011, to raise the issue of charging Ken Uznanski's time to the 305 NGEC, and raise the issue of the discrepancy over AASHTO's overhead rates.
DJ will finalize the Finance subcommittee's proposed Scope of Work and budget for the period from 4-1-12 through 3-31-13 and submit it to Steve Hewitt for subcommittee distribution. Comments will need to be submitted to DJ (CC Steve) by COB Friday, October 21, 2011. DJ will then submit the final proposal to the Board in advance of its October 25, 2011 conference call.

**ATTACHMENTS**