

# SECTION 305 FINANCE SUB COMM

MINUTES

APRIL 11, 2012

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, Steve Hewitt, Chad Edison, Gordon Hutchinson, Ken Uznanski, Nico Lindenau, Ryan Swick, Bill Bronte, Brent Thompson, Shayne Gill, Nancy Greene</i>
<b>ABSENTEES</b>	<i>Jim Donlin, Juli Salvi, Leo Penne, Andy House, Kevin Kesler, David Ewing,</i>

## DECISIONS MADE

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

Steve Hewitt called the roll, and the presence of a quorum was confirmed.

By consensus, with no objections noted, the Minutes of the March 14, 2012 Finance subcommittee call were approved.

### **SFTF activities update:**

#### **RFP**

Chad Edison provided a brief summary of the status of the Structure and Finance task force (SFTF) RFP for Consultant Services for Section 6 and Deployment, which was posted by AASHTO (as the contract agent) late last week. Chad noted that it had also been sent to a variety of firms and the link was distributed by Steve Hewitt to the full NGENC industry list.

A brief review of the intended timelines and process concluded the discussion.

#### **Draft Outline of Proposed Action Plan for developing the Context document (an item of the SFTF Work Plan)**

DJ asked about the proposal that went out for comment to SFTF members this morning.

Steve Hewitt provided a brief overview of the proposal. The SFTF had a discussion on Monday about the work plan approved by the Executive Board in creating the task force. There are four primary elements in it – one of which is the development of material related to FRA Grant requirements (Which is what the RFP entails) and another element is the development of a context document.

On the SFTF call on Monday, April 9, 2012, David Ewing and Eric Curtit briefly described a proposal to complete this task through commissioning (sole source) two essays - one to do with the supply side and one to do with the demand side.

As this was the first the members were hearing the details of this proposal, it was agreed that Eric and David would put together a proposal for circulation for comments in advance of the next SFTF call - April 23, 2012. A draft outline of the proposal was sent out this morning to the SFTF members by Steve Hewitt, and comments on it are requested by April 18, 2012 to Steve, David and Eric.

DJ asked Steve to also send it out to the Finance subcommittee members for their input. Steve will send it out following this call.

### **NGEC Audit:**

DJ reported that he had talked with the DOT IG and Amtrak's IG about conducting a "high-level" audit of the NGENC, and both offices are willing to help in this effort.

DJ plans to discuss this with Paul Nissenbaum, FRA, in the near future. In the meantime, DJ asked members on the call if they had a preference for who conducts the audit – DOT IG or Amtrak IG.

<p>Chad Edison, FRA, said that, from a staff level, he did not have a preference, but would defer to Paul Nissenbaum.</p> <p>It was agreed that DJ will talk to Paul about it, and then make a recommendation for moving forward.</p>
<p><b>Other:</b></p> <p>With the presence of a quorum confirmed, Steve Hewitt suggested that the subcommittee take up the action of approving official voting procedures for the subcommittee. The procedures had been developed by Nancy Greene some months ago, vetted by the members of the subcommittee, and were awaiting an action. They are consistent with those of the Executive Board and the other subcommittees and task forces of the NGEC.</p> <p>DJ agreed to entertain a motion for approval of the voting procedures as presented.</p> <p>Bill Bronte, Caltrans, offered a motion to approve, and it was seconded by Chad Edison, FRA. With no objections noted, it was determined that consensus had been achieved and the motion carried.</p>
<p style="text-align: center;"><b>Next Finance subcommittee conference call: May 9 , 2012 at 3:00pm Eastern 866 209 1307 access code: 8597804#</b></p>

**Decisions and Action Items**

<p>The voting procedure proposal will be modified to include the provision for email voting, and all members will be asked to attend the next call to consider the procedures for subcommittee approval. <b>(Task Complete – procedures approved)</b></p>
<p>Steve Hewitt will distribute the “context” proposal for comments from the Finance subcommittee members. Input should be sent to Steve Hewitt, Eric Curtit and David Ewing by COB April 18, 2012. The proposal will be an agenda item for discussion on the April 23, 2012 SFTF call.</p>
<p>DJ Stadtler will talk to Paul Nissenbaum about the two IG offices (DOT and Amtrak) willing to help with an NGEC high level audit. Following this discussion, DJ will provide a recommendation to the subcommittee members for moving forward.</p>

**ATTACHMENTS**