

SECTION 305 TECH SUB COMM

MINUTES

OCTOBER 20, 2011

3:00PM

CONFERENCE CALL

FACILITATOR	<i>Mario Bergeron, 305 Technical Subcommittee Chair</i>
ATTENDEES	<i>Mario Bergeron, Dale Engelhardt, Ken Uznanski, Tammy Krause, Dave Warner, Andrew Wood, Kevin Kesler, Melissa Shurland, Anand Prabhakaran, Nico Lindenau, Jeff Gordon, Camren Cordell, Allan Paul, Jack Madden, Jeff Schultz, Art Peterson, Rep for Phillip Meraz, Kevin Lawson, Ron Adams, Steve Hewitt, Industry Participants: Tom Hunt, Graciella Trilanes, Mandy Bishop, Jack Martinson, Mike Pracht, Arvind Kapoor, Pete Mazzeo, Rick De Bella, George Mekosh</i>
ABSENTEES	<i>Greg Gagarin, Michael Burshtin, Mike Trosino, Devin Rouse, Chad Edison, Charles Bielitz, Michael Coltman, Brian Marquis, Stan Hunter, Curtis McDowell, Charlie Poltenson, Phil Meraz, John Oimoen, Michael Treazise, Don Damron, Shayne Gill</i>

DISCUSSION/DECISIONS MADE

Chairman Bergeron opened the meeting and called for the roll of core team members.

Steve Hewitt took the roll of the "Core Team" members and confirmed that there was a quorum present. Industry participants were asked to email a notification of their attendance to Steve at shewitt109@aol.com.

Steve Hewitt reviewed the open action items and provided a brief update on those items that were not to be specifically covered on the agenda:

Review of Action Items:

Standardization:

Steve reported that the Executive Board had generally approved the proposed Statement of Work (SOW) and cost "guesstimate" for an outside assessor for the standardization effort, and asked that item be included as a part of the Technical subcommittee work plan and budget for the 4-1-2012 thru 3-31-2013 period.

Maintaining Industry Participation List:

Steve Hewitt reported that this remains an ongoing action item.

Dual Mode Locomotive Requirements Document:

As previously reported, the Dual Mode Locomotive Requirements Document has been submitted from the subcommittee to the Board. The Board has been asked not to consider the document until the issue of CEM has been resolved.

The Locomotive Technology Task Force:

There is nothing new to report at this time.

Formation of a Cars Technology Task Force:

This action item remains as an open item for future consideration once the LTF has completed its work, and if it is determined that the subcommittee has the capacity to do it.

Updating Buy America carbuilders perspective:

Steve reported that the Buy America survey action item is a task completed. Kevin Kesler has provided a power point summary presentation on the survey results, and has briefed the Technical subcommittee (October 6, 2011) and the Executive Board on those results (October 11, 2011).

DMU Requirements Document:

Steve reported that the DMU Requirements Document, as approved by the Technical subcommittee, was adopted by the Executive Board on October 11, 2011. This task is now complete. The next steps are to ensure that the final requirements document is posted to the website. Steve has submitted it to AASHTO and will make sure it gets posted. On today's agenda, the subcommittee will discuss next steps in moving forward to develop a 305 DMU specification.

Approval of the Minutes of October 6, 2011 Technical subcommittee call:

On a motion by Mario Bergeron, Amtrak, and a second by Art Peterson, Illinois DOT, the minutes of the October 6, 2011 conference call of the Technical subcommittee, were approved without objection.

Agenda Items:

Review of the October 11, 2011 Executive Board Meeting – Mario Bergeron/Steve Hewitt:

Mario noted that, as Steve had said earlier, the 305 DMU Requirements document had been approved by the Executive Board on October 11, 2011.

Mario asked Steve Hewitt to provide a summary review of additional key items from the Board call:

Steve highlighted the following:

- Dual Mode requirements document- this was discussed briefly, and no new action taken, as it remains contingent upon the resolution of the FRA CEM position paper.
- FRA reported that the CEM position paper remained under internal review.
- The ADA WG will compile survey results and develop a strawman recommendation document.
- The Buy America industry survey is complete – Kevin Kesler briefed the Board on its results.
- The Chairs of the Technical subcommittee, the Finance subcommittee and the Administrative task force and AASHTO are due to provide their proposed work plans and budgets for the period from 4-1-12 thru 3-31-13 to the Board on October 25, 2011.
- The Standardization "outside assessor" SOW and budget of approximately \$15,000 will be included in the Technical subcommittee work plan and budget submission.
- The Joint Procurement Task Force continues to move forward. The bi-level car RFI is due to be released during the week of 10-17-11. (Steve noted that it is his understanding that this has occurred)
- Kevin Kesler has taken on the assignment to work with the states, Amtrak, and the FRA to develop a recommended approach for change management during procurement.

Status: FRA-CEM position paper – Kevin Kesler:

Kevin Kesler stated that he had nothing new to report on the CEM position paper. It is still under legal review – "no date certain".

Kevin then asked Jeff Gordon to report on the status of the effort to develop a recommended approach for change management during procurement.

Jeff reported that a conference call took place on October 18, 2011, and that a report will be submitted to the Executive Board for its October 25, 2011 conference call.

The conclusion of those on the call was that the current procedures for change management work, and should stay the same except for the period during which the RFP is out through the bid award.

In general, Jeff reported, "given the processes in place with the document management system, and the phases of a procurement", those on the call had determined that the "only hole in the process is who might comprise the Document Control Board during the period from the RFP through the bid award". This is the only time that the process will need to be modified.

In advance of the RFP, Caltrans and the mid west states will need to have a technical team in place, with confidentiality agreements signed, to address document changes during this period. The changes will not be made public during this period, but will go to the Document Control Manager.

Mario Bergeron expressed the view that there was a high probability that changes would be identified that could be accepted by the Caltrans and Midwest states "technical parties"; and those parties "may not know the specification as intimately as the Technical subcommittee, since we did it." It could then be "possible that a car could be built that won't be in 305 compliance."

Jeff Gordon responded that they had discussed this and "given the process we have used in 305", including the involvement of the industry "from the get go" and the fact that Revision B is in process and the interested industry manufacturers are aware of the technical provisions of the spec (including changes to be included in Revision B which is to be the version of the spec used for the procurement) we do not anticipate major technical changes to occur.

He agreed, "we do not want to have modifications that deviate from the original intent of the original requirements document" and we believe that the system in place will work and should stay the same with the exception of the period from the release of the RFP through award.

Dave Warner, also on the call, said he didn't have much more to add. He agreed with Jeff's summary. Dave went on to say, "We need to count on the folks in the consortium knowing that it is a 305 spec and there are limitations as to the changes that can be made. Up until the RFP there is no problem with the Technical subcommittee and the Document Control Board (DCB) handling document changes."

Mario Bergeron acknowledged that it is "a complex issue...I need to think about it more." He went on to reiterate that "what may come is the Technical representatives from California and the mid west will make decisions on behalf of 305."

Update: Document Control– Dave Warner:

Dave Warner provided the following report for inclusion in the minutes:

"Revision A of the Bi-Level Specification has been posted on the AASHTO website.

The deadline for receiving Revision B DCRs was October 14, 2011. We received 59 DCRs. 25 have been approved and/or approved as amended, two have been rejected, and the remaining 32 are at the appropriate technical working groups for handling. The submitters of amended and rejected DCRs have been notified of the decisions; there was agreement with the amendments, and we anticipate the rejections also being accepted. We've asked for the remaining 32 DCRs to be returned by October 28, 2011. The long-lead DCR is one involving a wholesale change/improvement to Chapter 12.

Steve Hewitt has previously sent out the Document Management Process document and I hope it will get voted on today so that it can be forwarded to the Executive Board next week for approval."

Dave explained that the Document Management Process procedure document basically signifies that "we are out of the pilot process."

Mario Bergeron asked for a motion to approve the Document Management Process procedure document as submitted.

Allan Paul, North Carolina DOT, made a motion to approve, and was seconded by Kevin Kesler, FRA.

Steve Hewitt polled the voting members of the Technical subcommittee with the following results:

Mario Bergeron, Amtrak – in favor
Kevin Kesler, FRA – in favor
Allan Paul, NCDOT – in favor
Jack Madden, NYSDOT – in favor
Jeff Schultz, for Connecticut DOT – in favor
Art Peterson, for IDOT – in favor
Kevin Lawson, Louisiana DOT – in favor
Ron Adams, Wisconsin DOT – in favor

With a quorum present, and no objections noted, Chairman Bergeron determined that consensus was achieved and the motion had passed.

Steve Hewitt will send the document to all Executive Board members following the call, and ask that it be placed on the Executive Board's October 25, 2011 agenda.

Mario Bergeron noted that "this means we are out of the pilot process, and this is a great milestone for us!"

Next Steps: DMU Specification Development – Dave Warner:

Mario Bergeron noted that with the Board approval of the 305 DMU Requirements Document, we need to proceed with determining the next steps for developing a 305 DMU specification. "How do we structure ourselves and get interested parties active and provide feedback to the Technical subcommittee with an assessment of resources and timelines with milestones that will give us an idea of a date for a face to face Technical subcommittee approval meeting as we have done with the others?"

Dave Warner responded that he had begun to think through the steps necessary to accomplish what Mario has described.

"I intend to get the Technical subgroup leaders to begin work on the DMU spec."

Steps to be taken:

#1 Find a propulsion/locomotive subgroup leader. (He has someone in mind, but will not reveal who it is until that individual has gotten his organization's approval) Dave also explained that the subgroups would be the same as those that had been in place for the other specifications with the addition of a propulsion subgroup.

#2 Dave will send out a message, following up on what Steve has already done, to see who is interested in assisting in the spec development. He will then "aim them at specific subgroups".

3 Dave will contact the 14 industry members who have already expressed interest in assisting in the spec development and see which subgroup would best fit their interests.

Dave anticipates having the level of interest resolved by the November 3, 2011 Technical subcommittee conference call. "If we have enough interest to get the spec done" he will come up with a timeline to "get it done". He will work with the subgroup leaders, as well, to get their input.

Dave assumes November and December will be difficult months and in looking at a timeframe he will consider November and December as equivalent to one month. With a projected 4 month timeframe (as used for the trainset spec) it looks like April, 2012 would be a likely timeline for approval by the Technical subcommittee.

Dave said he sees the "PRIIA single level cab car as the starting point and we will see about propulsion."

It was agreed that beginning with the November 3, 2011 Technical subcommittee call, Dave will provide status updates on the DMU specification development every two weeks.

Update: ADA Working Group progress report – Melissa Shurland:

Melissa reported that the ADA WG met on October 12, 2011 to review survey results – but did not have a majority of the Working Group's members on the call to provide feedback. Therefore, "the response time has been extended until the end of this week".

Exactly how to compile the information has not yet been determined. The ADA WG wants to "have a consensus recommendation."

She also noted that "outside of the ADA WG, FRA will meet with OFT and the Access Board on the issues of footprint and weight." She described the discussions with OFT as "an informal meeting to let them know what is going on."

Mario Bergeron asked if the ADA WG had submitted timelines and milestones to the subcommittee. Melissa said they had not, but she could do so over the next couple of days.

It was agreed that Melissa would provide Steve Hewitt with the timelines and milestones in a couple of days for distribution to subcommittee members.

In response to a question from Jeff Shultz, in regard to moving forward and the interaction between the ADA WG, the Access Board and OFT, Melissa responded that the discussions with OFT will be informal, and that the FRA is basically testing to see what their view is of the ideas the ADA WG.

She also noted that "whatever we come forward with we will run by the Access Board".

Steve Hewitt noted that it seemed that the timeline and milestone document she will be providing the

subcommittee will help define the process for moving forward.

Other:

With no other business to come before the subcommittee, the call adjourned about 4:00pm Eastern time.

Next call: November 3, 2011 at 3:00pm Eastern

Action Items Update

The report on change management during procurement will be submitted to the Executive Board for next week's conference call (October 25, 2011) Kevin Kesler will address the item during the Board call.

The approved Document Management Process will be forwarded to the Executive Board members by Steve Hewitt immediately following this call with a notification that it may be considered by the Board on the October 25, 2011 call and Steve will work with Chairman Bronte to get it on the agenda.

Steve Hewitt will make sure the 305 DMU Requirements Document is posted on the AASHTO website asap.

On November 3rd (the next Technical subcommittee call) Dave Warner will report on the progress being made in structuring the effort to develop the DMU specification, and may provide draft timelines and milestones. Dale Engelhardt will work with Dave on the timelines and provide support.

Within the next few days, Melissa Shurland will provide a timeline and milestones for the ADA WG to Steve Hewitt for distribution to subcommittee members. Melissa will review the timelines and milestones as a part of her ADA WG update on the next subcommittee call (November 3, 2011)

Next conference call –November 3, 2011

ATTACHMENTS



PRIIA Section 305 Tech Sub Committee Meeting

October 20, 2011

The agenda for the meeting is below:

- | | |
|----------------------------------------------------|-------------------------------|
| 1. Roll Call | Steve Hewitt |
| 2. Review meeting agenda | Mario Bergeron |
| 3. Review Action Items | Steve Hewitt |
| 4. Approve Minutes of October 6, call | Mario Bergeron |
| 5. Review of the October 11, 2011 Exec. Board call | Mario Bergeron |
| 6. Status: FRA - CEM position paper | Kevin Kesler |
| 7. Update: Document control | Dave Warner |
| a. Bi-level Revision B update | |
| b. Document Management Process procedure | |
| 8. Next Steps: DMU Specification Development | Dale Engelhardt/Dave Warner |
| 10. Update: ADA working group progress report | Melissa Shurland/Kevin Kesler |
| 11. Review this meeting: | Steve Hewitt |
| a. Decisions | |
| a) New Action Items | |

**Technical Sub Committee Conference Call Meeting:
Thursday October 20, 2011 3:00 EST: 1-866-209-1307 / passcode 6486648#**

Go to meeting invitation link: <https://www1.gotomeeting.com/join/608558625>

***Please call in a few minutes early so all is in attendance for Roll Call.
Thank you***