

# SECTION 305 TECH SUB COMM

MINUTES

APRIL 8, 2010

3:00 PM EST

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Mario Bergeron, CMO Amtrak and 305 Technical Subcommittee Chair</i>
<b>ATTENDEES</b>	<i>Dale Engelhardt, Kevin Kesler, Eloy Martinez, Charles Bielitz, Jeff Gordon, Michael Coltman, Steve Fretwell, Bob Haslam, Allan Paul, Charles Poltenson, Jack Madden, Andrew Wood, George Weber, Shayne Gill, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>Mario Bergeron, Ken Uznanski, Gil Wilson, Rob Edgcumbe, Dharm Guruswamy, Gary Fairbanks, John Oimoen, Stan Hunter, Curtis McDowell, Tammy Nicholson, Kevin Lawson, Don Damron, Leonard Evans, Tom McOwens, John Tunna</i>

## DECISIONS MADE

Minutes of the Conference Call meeting held April 1, 2010 were approved unanimously.
Upon recommendation by AASHTO in response to the question of setting up a SharePoint site with pass code access – the subcommittee agreed to establish a Google group. Kevin Kesler set it up while call was in progress.
The subcommittee agreed, pending the Chair’s final review, with the Chicago meeting agenda as previously presented with a meeting of the voting members of the tech subcommittee meeting at the beginning of the day and again at the end of the day – from 5-6pm. Final agenda will be in two forms – one including the two sessions of the voting members and one including the general sessions with all participants - this one to be posted on the website.
It was agreed that handout packages for the April 22 <sup>nd</sup> meeting would include; an attendance list; list of industry participants who have signed up to be members of the tech subcommittee; a list of the Executive Board of the S305 Committee; a list of the voting members/representatives of the tech subcommittee (Amtrak, FRA and the States) including the names of the participants; Subgroup leaders and description of the Subgroup structure, PRIIA Section 305 Next Generation Equipment Pool Committee approved by-laws; questionnaire; Scope – objectives document – describing the Subcommittee background, scope and objectives,; and additional materials as prepared and approved prior to the April 22 <sup>nd</sup> meeting.
It was agreed that there should be Technical subcommittee voting procedures established. (see action item)
It was agreed that spreadsheet documents posted on the website would be converted to PDFs so as to be more easily accessible. (AASHTO to do the conversion)

## Action Items Update (New and Current)

State DOT responses, comments, exceptions, to the Clearance Diagrams and Platform Heights requirements, previously distributed to all subcommittee members by Dale Engelhardt, are to be submitted to Dale prior to the next conference call – Thursday, April 15, 2010. It is preferred that all subcommittee member states respond whether or not they have comments – but if any state does not submit a response – it will be assumed that they have no comments or exceptions. To date there has been feedback from the states of IA, CA, NY, NC LA (awaiting KCS response but under 16ft should be ok) Dale will provide a list of comments received to date prior to the 4/15/10 conference call.
States who are not committee members/participants are being polled via the AASHTO States survey (already an action item of the 305 Executive Board). This survey has been distributed to the states – with a response due date of April 14, 2010 to Shayne Gill, AASHTO and Andrew Wood Wash. DOT. Additional questions proposed by Eloy Martinez were added to the survey and to states who have already responded those questions have been added as an addendum to the survey and sent to the states by Shayne Gill. In order to ensure timely responses – especially from states with active rail programs - Shayne Gill will call those states to remind them to complete the survey by April 14 <sup>th</sup> and to send their responses to Andrew Wood. To date Andrew has received responses from 8 states – 7 of which simply responded NA.

<p>Shayne Gill addressed logistics for the upcoming subcommittee and industry meeting to be held in Chicago, April 22<sup>nd</sup> at the Thompson Center. Registration and logistics information has been sent out to subcommittee members and to broad email lists of industry representatives and/or organizations and registration for the meeting continues. Approximately 62 registrations reported to date. Shayne reported that there will be an additional AASHTO staff person at the meeting to handle on-site registrations and provide those who have pre-registered with name tags and handout packets. There will be blank name tags for on-site registrants to fill out.</p>
<p>George Weber has looked into securing a smaller conference room for the voting members meeting to be held at the conclusion of the general sessions. He has advised the subcommittee that such a room is not available at the Thompson Center and that he will look into securing space in Illinois DOT offices – but needs a head count to determine if a large enough conf. room is available.</p>
<p>Dale informed the call participants that the April 22<sup>nd</sup> agenda as reviewed and approved with minor modifications on 4/1 is being reviewed for final sign off by Chairman Bergeron and that he (Dale) will provide the approved version to Shayne Gill and Steve Hewitt for dissemination and posting by Friday, 4/9/10.</p>
<p>A discussion ensued regarding “Buy American” requirements as they pertain to PRIIA, and the issue of whether or not it is outside the scope of the tech subcommittee. Kevin Kesler referred to the PRIIA statute regarding “Buy America” and noted that it has been posted to the website. It was agreed that Dale will formulate a question regarding compliance and provide it to each of the Subgroups to pose to industry participants for their input. Dale will provide the question by the 4/15 conference call.</p>
<p>A questionnaire for the Subgroup breakout sessions has been prepared and posted on the website.</p>
<p>Steve Hewitt has distributed an updated (4/8) “industry participation” list to the Subgroup Leaders. Steve will continue to provide updates as received. Steve has also sent out a list of meeting registrants to all Subgroup leaders to assist them in populating their teams. Updates will be provided as more registrations occur.</p>
<p>A scope-objectives document prepared by Eloy and Dale will be disseminated to technical subcommittee members by Steve Hewitt, following this conference call.</p>
<p>Subgroup leaders agreed to contact industry representatives (using the industry participation list and registration list) to populate their subgroups. The scope-objective – background document and the questionnaire can be used as “talking points” in explaining the reason for the constitution of Subgroups and ensuring appropriate industry participation.</p>
<p>The Electrical Subgroup still needs to have a leader named. Amtrak (Dale) will announce the name of that individual as soon as possible - prior to next call.</p>
<p>A list of sources for existing standards and requirements is being compiled by Eloy and Dale – the document Dale has received from CALTRANS will serve as a good starting point and Eloy has updated APTA standards – once the list is compiled it will be made available to Subgroup members and leaders.</p>
<p>Eloy and Dale are reviewing a list of components to be standardized and expanding the list based upon design, service and maintenance requirements. Once compiled, Dale will distribute it to the Subgroup leaders.</p>
<p>Steve Hewitt reviewed decisions and identified Action Items resulting from today’s call. Those items will be summarized in the minutes and tracked on the separate “Action Items” form to be distributed with the minutes. The meeting adjourned at approximately 4:45pm</p>

**ATTACHEMENTS**

**PRIIA Section 305 Tech Sub Committee Meeting**

**April 8, 2010**

The agenda for the meeting is below:

- |   |                     |
|---|---------------------|
| 1. Roll Call  | AASHTO/Steve Hewitt |
| 2. Review and approval of Minutes from previous Meeting | Chair               |
| 3. Status update on current Action items:               | Chair               |
| a. Refer to Action Item List from previous Meeting      |                     |
| 4. Status update from each initiatives:                 |                     |

- a. To be discussed as part of the Agenda Items below
5. Proposed Agenda Items:
- a) Review sub-group team leads and folks they have picked to assist them Dale
  - b) Review material developed for sub-group handouts (Scope, objectives, definitions, and questionnaire) Dale
  - c) List sources for existing standards and requirements (CFR, APTA, AAR, international standards, EFT) Eloy
  - d) Break list of standards or requirements into categories (prescriptive, performance, and component vs. trainset) Dale & Eloy
  - e) Review list of components to be standardized (expand based upon design, service and maintenance requirements) Dale & Eloy
  - f) Other agenda items.
6. Review this meeting: AASHTO/Steve Hewitt
- a. Decisions
  - b. New Action Items

**30 Minute Technical Sub Committee Conference Call Meeting:  
Every Thursday 3PM EST: 1-866-209-1307 / passcode 6486648**

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

***Due to limited time and much to discuss,  
Please call in a few minutes early so all is in attendance for Roll Call.  
Thank you***