

SECTION 305 NGEC Executive Board Conference Call Meeting

MINUTES APRIL 16, 2013 11:30AM EASTERN CONFERENCE CALL

FACILITATOR	<i>Bill Bronte, Chair, S305 NGEC Executive Board</i>
ATTENDEES	Executive Board Members: <i>Bill Bronte, Dale Engelhardt as proxy for Mario Bergeron, Bill Auve, Paul Nissenbaum, Al Ware, Eric Curtit, Kevin Lawson, Ray Hessinger, John Oimoen, Ron Pate</i> Support: <i>Todd Popish, Leo Penne, Shayne Gill, Steve Hewitt, Jason Biggs, John Tunna, Kevin Kesler, Chad Edison, Jeffrey Gordon, Nico Lindenau, Ashok Sundararajan, Vincent Brotski, Dave Warner, Darrell Smith, Patrick Centolanzi</i>
ABSENTEES	Board Members: <i>Mario Bergeron, Tammy Nicholson, Paul Worley, Ron Adams, Johnson Bridgwater</i> Support: <i>Tim Hoeffner, Allan Paul, Andy House, Larry Salci, Whitney Phend, Ryan Swick, Martin Schroeder, Brian Beeler II</i>

WELCOME/ROLL CALL/MINUTES

1.
Opening – Bill Bronte-chair:
Chairman Bill Bronte opened the conference call and asked Steve Hewitt to call the roll.
2.
Roll Call – Steve Hewitt, Manager, S305 NGEC Support Services:
Steve Hewitt took a roll of Executive Board members, and a quorum was confirmed with 10 of 14 voting members present or represented by proxy.
3.
Action Item Review –Steve Hewitt:

Decisions/Status of Open Action Items as of 4-16-13

The locomotive procurement status will remain as an agenda item to keep the Board updated as to its progress. **IDOT** will be responsible for providing these bi-weekly updates. (ongoing) **Agenda item #6**

Jeff Gordon will continue to provide the AASHTO, Amtrak, and FRA public affairs officers with email notifications of NGEC activities. (ongoing)

By the end of the week (April 5, 2013), Jeff Gordon, FRA, will provide contact information to Steve Hewitt for an FTA representative to listen in to NGEC Executive Board calls. **Status: Jeff has given Steve Hewitt contact information for Patrick Centolanzi, PE, Office of Technology, FTA. As previously agreed, Steve has added Patrick to the Executive Board email list, and has sent him invitations to all upcoming Executive Board conference calls. (Note: Patrick joined the call today and was welcomed as the FTA representative)**

Task Complete.

The Executive Board approved statement #1 as the NGEC vision:

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

Status: Task complete. Note: The vision statement has been added as a tag line to all NGEC related emails going out from Steve Hewitt.

<p>The Executive Board approved the transfer of \$55,000 for technical writing services from the Technical subcommittee's professional services line item to the AASHTO professional services line item, and directs AASHTO to act as contracting agent to obtain a contract with the Casamar Group for Technical Support services to be provided by Camren Cordell for the period from April 15, 2013 through March 31, 2014. Status: Transfer Task Complete – AASHTO is well along in the process of preparing the contract as directed. Leo Penne, AASHTO, reported today that he anticipates that a contract will be signed this week.</p>
<p>Eric Curtit will recommend that the SFTF change its conference call schedule from bi-weekly to once every four weeks. Status: This is anticipated to be a discussion topic on the next SFTF call – scheduled for April 22, 2013.</p>
<p>The contractor for the SFTF section 6/deployment project is expected to provide a DRAFT of Task 1 by the end of April. Eric Curtit will continue to keep the Board apprised of progress being made. Status: Agenda item #5</p>
<p>AASHTO will add an extension (as being worked out between the contractor and SFTF) to the Section 6/ Deployment contract to ensure that there is time to complete the work as described in the current SOW. Status: agenda item #5</p>
<p>Strategic discussions regarding future funding for the NGEC and educational opportunities will remain a standing agenda item for Board calls. All members are asked to be on the alert for opportunities to educate congress or other key audiences on what the NGEC is, what it has accomplished and what it hopes to accomplish in the future. If there are suggestions of new strategies or opportunities members should submit them to Steve Hewitt and Bill Bronte. Status: No new ideas have been submitted – this topic is a standing agenda item to be covered under agenda item #9</p>
<p>RR101 will hold a webinar on Equipment on Tuesday, April 9, 2013 from 2:00-3:00pm EDT. Steve Hewitt will send out call in information to the full NGEC list following today's call. Status: The Equipment Webinar was held on April 9, 2013. A summary report will be provided by Shayne Gill, AASHTO, under agenda item #7.</p>
<p>Bill Auve, Amtrak will serve as acting CFO of Amtrak and will serve as NGEC Treasurer and Finance subcommittee beginning with the next call of the Board and the Finance subcommittee. Gordon Hutchinson or Darrell Smith will provide Steve Hewitt with Bill's contact information. Status: Steve Hewitt has added Bill Auve, Amtrak, to the Executive Board email list and the Finance subcommittee and SFTF email lists. Bill Auve was in attendance on today's call, and was welcomed to the Board as its new Treasurer and Finance subcommittee Chair.</p>
<p>The 6 person task force established during the workshop to develop proposed strategic goals met following the April 2, 2013 conference call. The Board will be apprised as this group moves forward with its task. Status: This sub group met on April 2, 2013, and is scheduled to meet again today following the Board call. A brief update on progress made thus far will be provided by Bill Bronte under agenda item #8.</p>

<p>4. Approval of the minutes from April 2, 2013 – Bill Bronte:</p> <p>On a motion by Eric Curtit, Missouri DOT, and a second by Ron Pate, Washington State DOT, the minutes of the April 2, 2013 conference call meeting of the Executive Board were approved without exception.</p>
<p>5. Status Update: Structure and Finance task force – Eric Curtit:</p> <p>Eric Curtit confirmed, as Steve Hewitt had reported in the action items review, that on next Mondays' (April 22,</p>

2013) call he will ask SFTF members to consider going to monthly calls (once every four weeks) as opposed to the current bi-weekly schedule.

He also reported that the Section 6/deployment contractor's project manager has been talking with him on a weekly basis, and there is now a better understanding of the process.

This week he met with the contractor, and is expecting delivery of 50% of Task 1. Eric described the purpose of receiving this partial draft as "making sure we are all in the same field, that one of us isn't in left field while the other is in right field."

They have gone over the format of the outline which will include best practices and key issues. The intent is to "make sure the study is as in depth as possible."

Eric expects that he and the SFTF contract oversight team will see the 50% draft this week, review it and, quickly turn it back over to the contractor with comments.

**6.
Status Update: Locomotive Procurement – Todd Popish and John Oimoen (IDOT):**

Todd and John provided a brief update on the status of the locomotive procurement.

Project manager, Jim Lindsay has done outreach to all of the partners in regard to their activities in the procurement effort.

A draft schedule has been sent to all partners.

Jim Lindsay is working on a framework for the RFP.

Jim has a technical list for outreach to the partners including topics such as PTC, Routes, etc.

In response to a question about the timing for the RFP, IDOT answered that no date has been set yet; and the schedule is being reviewed by FRA for its concurrence.

Paul Nissenbaum, FRA, complimented the "nice job" that IDOT has done thus far.

Paul added that the three key items that the vendors and others will be interested in hearing about include:

The date for the RFP.

The date for the Notice of Intent to Award.

The date for the Notice to Proceed.

John Oimoen commented that the development of criteria for evaluating the RFP is underway, and it will be important to have that done before firming up the schedule.

Ron Pate, Washington State DOT, asked that all states involved be provided with "talking points" so that "we are all on the same page" when being asked about the procurement schedule and status.

Ultimately, it was agreed that, in advance of the next Executive Board call (April 30th), talking points will be prepared and sent out to Board members. IDOT will discuss the talking points as part of its regular procurement status update to the Board.

**7.
Summary Report: RR101 Webinar on Equipment – April 9, 2013 – Shayne Gill:**

Shayne Gill, AASHTO, reported that the RR101 webinar on Equipment was held on April 9, 2013. The presenters were Kevin Kesler, FRA; Bill Bronte, as NGEN Chair; and Mario Bergeron, Amtrak. The session was well received and well attended with 38 participants including 18 states, FRA, Amtrak, and industry members present.

Shayne thanked Kevin, Mario and Bill for taking the time to give the presentations, and complimented all three on the great and informative presentations they gave.

Shayne noted that the presentations will be posted to the website "in the next day or so."

The next RR101 webinar should take place sometime in May, 2013, as soon as speaker schedules can be confirmed. Shayne will keep the Board apprised as soon as the schedule is firmed up.

8.

Executive Board subgroup (developing strategic goals) – progress report – Bill Bronte:

Bill Bronte reported that the subgroup appointed at the conclusion of the facilitated workshop held on February 20, 2013, met on April 2nd following the last Executive Board call. On that call the members began to discuss laying out a work plan to condense the activities identified at the workshop and to "refine them into a series of strategic goals."

Understanding that the task ahead is a difficult one to do in conference calls, the group has agreed to hold a face to face meeting in Washington, DC, on May 7th and 8th. The location has yet to be determined.

Bill noted that a good way to move forward may be to take the list of activities to develop strategic goals and also develop a strategic plan for moving forward.

Following today's Executive Board call, there will be another call of the subgroup, and it is anticipated that the group will nail down the times and location for the May 7th and 8th meeting.

Bill also noted that he has asked Steve Hewitt to hold those days free and to join today's call. He is looking for Steve to bring a global perspective to the subgroup due to the fact that Steve is the one person who is involved in all aspects of the NGEC. Steve's specific role in the subgroup activities will be further developed over time.

Steve has agreed to hold the dates, and to assist however he can.

Note: During the subgroup call that followed today's Board call, it was confirmed that the meetings will take place on May 7th and 8th, and that they will be held at an Amtrak conference room. Participants will be: Bill Bronte, Eric Curtit, Ray Hessinger, Paul Nissenbaum, Darrell Smith, Dave Warner, and Steve Hewitt.

9.

Ongoing Strategic Discussion: FY2014 Appropriations – and other NGEC opportunities – Bill Bronte:

Bill Bronte commented that the President's budget proposal has "things in it that are good for us...it presents opportunities and challenges for us."

Paul Nissenbaum, FRA, confirmed Bill's understanding that the portion of the budget calling for \$3.6 billion for the Rail Services Improvement Program for passenger corridor development has made an "equipment entity, if there is one" eligible for funding.

Bill emphasized that he sees the Administration's proposal as an opportunity and a challenge for the NGEC in that "we are identified, and now we must move it forward. If funds are provided we can compete" for some of it. Bill reminded the Board members, in order to do so, "we need an entity, a vision, and a strategic plan" and so the subgroup "getting together in May is even more important now."

Bill asked if there were any comments. Steve Hewitt noted that the Background document remains an important educational tool, and that copies are still available for those who request them. Any member who would like additional copies should contact Steve Hewitt with the number needed and an address to send them to, and Steve will contact AASHTO.

10.

Other:

A.

Steve Hewitt reminded all Board members who plan to attend the September 26th face to face Board meeting in Columbus, Ohio, to make their room reservations by May 1st. AASHTO has arranged for this period to give Board members first shot at rooms before opening the reservations up to the full SCORT membership. As the date gets

The next Executive Board conference call is April 30, 2013

Decisions/Action Items

The locomotive procurement status will remain as an agenda item to keep the Board updated as to its progress. **IDOT** will be responsible for providing these bi-weekly updates. Prior to the next Executive Board call, talking points will be distributed in regards to the schedule and will be discussed as part of the status update.

Jeff Gordon will continue to provide the AASHTO, Amtrak and FRA public affairs officers with email notifications of NGEC activities. (ongoing)

On the next SFTF call, Eric Curtit will recommend that the SFTF change its conference call schedule from bi-weekly to once every four weeks.

The contractor for the SFTF section 6/deployment project is expected to provide a DRAFT of Task 1 by the end of April, and a 50% draft of Task 1 by today or tomorrow. Eric Curtit will continue to keep the Board apprised of progress being made.

AASHTO will add an extension (as being worked out between the contractor and SFTF) to the Section 6/Deployment contract to ensure that there is time to complete the work as described in the current SOW.

The 6 person task force established during the workshop to develop proposed strategic goals met following the April 2 and April 16, 2013 Executive Board calls. The subgroup is planning to meet in Washington, DC May 7th and 8th. The Board will be apprised as this group moves forward with its task. Steve Hewitt has been asked to become involved in the efforts of the task force and to plan to attend the meetings in Washington May 7th and 8th.

Strategic discussions regarding future funding for the NGEC and educational opportunities will remain a standing agenda item for Board calls. All members are asked to be on the alert for opportunities to educate congress or other key audiences on what the NGEC is, what it has accomplished and what it hopes to accomplish in the future. If there are suggestions of new strategies or opportunities members should submit them to Steve Hewitt and Bill Bronte.

State members are asked to provide Leo Penne with state specific information, quotes, graphics, and pictures to assist AASHTO in the production of the next educational piece. Steve Hewitt will send a **third** reminder to states to provide AASHTO with information for the follow up brochure.

Note: Following today's call, Steve sent the third reminder to the state members asking for their input as requested by Leo Penne.

Requests for additional copies of the Backgrounder should be submitted to Steve Hewitt along with the number requested and an address to send them to.

Steve Hewitt reminded all Board members who plan to attend the September 26th face to face Board meeting in Columbus, Ohio to make their room reservations by May 1st. AASHTO has arranged for this period to give Board members first shot at rooms before opening the reservations up to SCORT.

As the date gets close, Steve will send an email reminder.

The next RR101 webinar will take place sometime in May, 2013. Shayne Gill, AASHTO, will keep Board members apprised as the date is firmed up.

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