
SECTION 305 NGEC Executive Board

MINUTES

JANUARY 16, 2018

11:30 EASTERN

CONFERENCE CALL

FACILITATOR	<i>Eric Curtit, Chair, S305 NGEC Executive Board</i>
ATTENDEES	Board Members: <i>Eric Curtit, Tim Ziethen, George Hull for Charlie King, Michael Lestingi, Ray Hessinger, Arun Rao, Arun also as proxy for John Oimoen, Amanda Martin, Brent Thompson for Ron Pate, Kyle Gradinger, Brian Beeler II</i> Support Staff: <i>Shayne Gill, Jon Dees, Jeff Gordon, Steve Hewitt</i>
ABSENTEES	Board Members: <i>Charlie King, Ron Pate, John Rosacker, Tim Hoeffner, John Oimoen, Mike Jenkins</i> Support: <i>Jason Biggs, Beth Nachreiner, Sal DeAngelo, Michael Burshtin, Patrick Centolanzi, Larry Salci,</i>

DECISIONS MADE

1.

Welcome –Eric Curtit, Chair, S305 NGEC Executive Board:

Chairman Curtit, Missouri DOT, convened today's meeting and asked Steve Hewitt to call the roll.

2. Roll Call –Steve Hewitt, NGEC Program Manager:

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

3.

Action items Review – Steve Hewitt:

Diesel-Electric Locomotive Procurement Update – see agenda item 6 for update.

Status Update – Multi-state Car Procurement (Caltrans - Lead State) – see agenda item 7 for update:

Mid-West States – Section 6 progress report:

As of 12-19-17, the states continue to work on the comments received from FRA on the DRAFT Section 6 plan. The next meeting will be a sit down with FRA to work through the document together and, hopefully complete it. This meeting will take place in January 2018.

Agenda item 5

Finance and Administrative Subcommittee Activities:

The Finance and Administrative subcommittee (FASC) last met on 12-13-17.

On 12-13-17, the subcommittee approved proposed revisions to the NGEC Grant SOW which addresses the move of the 514 subcommittee's responsibilities to SAIPRC. Additionally, the FASC revised the SOW to allow for the flexibility to have the functions of the Revision Control Coordinator (RCC) performed by a consultant and/or in house-Amtrak.

Chairman Ziethen has been working with Amtrak Grants to coordinate the changes and make sure the appropriate steps are taken.

Also on 12-13-17, the FASC outlined its steps for developing the Annual Meeting Progress report of the subcommittee and the Treasurer's report.

On today's Executive Board call (12-19-17) the FASC has two items that it has submitted for Board discussion and consideration:

1. The Proposed Revisions to the NGEC By-Laws and Operating Procedures as approved by the FASC on 11-15-17 and distributed in writing to the NGEC Executive Board on 11-16-17.
 2. The proposed revisions to the NGEC Grant SOW as approved by the FASC on 12-13-17 and submitted to
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the NGEN Executive Board on 12-13-17.

Agenda item 9 – update on Amtrak and FRA Grants Offices review of SOW revisions

Acquisition and Ownership Best Practices Working Group:

The Equipment Acquisition and Ownership Best Practices Working Group held its third conference call meeting on 12-14-17. On the call, the group agreed to develop “big bucket” topics and to submit those topics to Chairman Curtit and Steve Hewitt in advance of the next call – 1-11-18.

Agenda item 10.

2018 NGEN Annual Meeting:

The 2018 NGEN Annual Meeting will take place on 2-23-18 at the Washington Court Hotel, Washington, DC from 8:30AM-2:00PM. A draft agenda has been distributed to assist members in processing their travel approvals.

Shayne Gill noted that information for the AASHTO SCORT meeting (which is in the days prior to the NGEN meeting) is up on the AASHTO website. Steve Hewitt will check with Kamesha Hendricks, AASHTO meeting planner, for information pertaining to the NGEN room block.

Those who are speakers/presenters are asked to confirm their attendance asap. Steve Hewitt will provide the NGEN PowerPoint template to all speakers.

Amtrak is asked to determine who will present the Amtrak update – usually a representative from Amtrak Government Affairs gives the presentation.

FRA is asked to inform the Chair (and Steve) as to who will provide the FRA update.

Tim Ziethen, Amtrak, agreed to connect with Amtrak Government Affairs and provide the name of the speaker to Steve Hewitt.

Jeff Gordon, FRA, agreed to check in with FRA to determine who will present its update and provide Steve Hewitt with the name.

Status updates as of 1-16-18: Caroline Decker will provide the Amtrak Government Affairs update, and Michael Lestingi is tentatively scheduled to provide the FRA update.

Agenda item 11.

4. Approval of the Minutes from the 12-19-17 Conference call meeting – Eric Curtit:

On a motion by Allan Paul, NCDOT, and a second by Amanda Martin Iowa DOT, the minutes from 12-19-17 and were approved without exception.

5. Progress Report: Mid-West States – Section 6 – Arun Rao, Wisconsin DOT:

Arun Rao reported that there was not much new to update on this effort. The FRA and the states will be meeting this month to review the DRAFT document that has been developed and submitted to FRA.

6. Status Update: Diesel-Electric Locomotive Procurement – Steve Hewitt for IDOT:

Steve Hewitt provided the update from IDOT as submitted to the Technical subcommittee on 1-11-18:

- a) *Of the 33-unit IDOT locomotive order, all 33 have been conditionally and finally accepted with Siemens.*
 - b) *110 mph hour testing in MI and the Chicago/St. Louis line completed successfully last night.*
 - c) *238.111a testing still needs to be completed on two Michigan corridors pending resolution of equipment and testing issues.*
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- d) *Twenty-One Chargers are currently in the Midwest.*
- e) *The locomotives stored at TTCI will ship to Chicago, as soon as storage space becomes available. Storage space in Chicago is being freed-up with the re-deployment of P-42 locomotives by Amtrak.*
- f) *WSDOT Units are operating in revenue service.*
- g) *Caltrans Locomotives are operating in revenue service.*
- h) *The Failure Review Board is established with all JPE's included and Siemens. Amtrak representatives are participating in the meetings.*
- i) *Recurring bi-weekly warranty meetings with the JPEs are also being held by Siemens.*

7.
Status Update: Multi-State Car Procurement – Kyle Gradinger, Caltrans:

Caltrans provided the following update for inclusion in today's (1-16-18) minutes:

- *SCOA/Siemens have been submitting CDRLs on time. Caltrans/IDOT have been compiling and sending our comments to approve them.*
- *Detailed Master Schedule was submitted by SCOA/Siemens by 1/5/2018. Caltrans and IDOT are currently reviewing the schedule. We have a meeting with SCOA/Siemens to go over the schedule in detail on 1/18/2018.*
- *The design review meetings took place last week. The discussion topics were gangway, HVAC, communication system, couplers, brake and interior doors. The discussions and review went well.*
- *Based on the discussions we had at the design review meeting, we will be developing and submitting two DCRs to Michael soon.*
- *The next design review meetings are scheduled for this week.*

Michael Lestingi, FRA, provided a heads up that FRA has been hearing from the disabled community inquiring about the operation of lifts and on which cars they will be. Michael said that he will be arranging a call with the states to discuss further. He noted that the primary question from the disabled groups are why was the choice made to not put a lift in every car.

Kyle Gradinger said that he has heard from the disabled groups and Caltrans met with Siemens last week and expects he will have more answers to provide when the meeting with FRA is held.

8.
Monthly Progress Report of the Technical subcommittee – George Hull for Charlie King:

The Technical subcommittee last met on 1-11-18.

The subcommittee continues to monitor the progress of the two Multi-State equipment procurements and received updates from the lead states on those on 1-11-18. Updates were also provided on the activities of the AAR's TAG committee on LED Headlights. The subcommittee also continues to receive ongoing monthly updates from its Electronics on Trains working group. The next update on those activities will be provided on the next Technical subcommittee call - 1-25-18.

Additionally, on 1-11-18, the bi-weekly Document Control Update was provided. As most of you are aware, Tammy Krause left Amtrak at the end of December 2017. Tammy served as the NGEC Document Control Manager (DCM) and as its Revision Control Coordinator (RCC). Efforts are being made to contract with Tammy to continue those responsibilities as an outside consultant. Until that time, Michael Burshtin, Amtrak, is serving in the capacity of DCM and RCC. As Document Change Requests (DCRs) are submitted from Caltrans, as lead state for the multi-state rail car procurement, Michael has been processing them (3 thus far) and distributing them to the appropriate technical work groups.

The next meeting of the Technical subcommittee will take place on 1-25-18.

9.
Progress update from Amtrak and FRA Grants re: NGEC Grant SOW Revisions – Tim Ziethen, Amtrak:

Tim Ziethen reported that the Amtrak Grants office has the SOW revisions in hand and are reviewing them. The next step will be outreach by Amtrak Grants to FRA Grants (Michael Longley) which Tim expects to happen this week. Tim noted that, through VCIP, there has been a fair amount of turnover in the Amtrak Grants office and staffing is not at normal levels. This has slowed down the process somewhat and made it a bit more of a challenge. Tim will be touching base with Amtrak Grants later today (1-16-18) to check on their progress.

10. Progress Report: Equipment Acquisition and Ownership Best Practices Working Group – Eric Curtit:

Eric Curtit reported on the activities of the Equipment Acquisition and Ownership Best Practices working group:

The working group last met on 1-11-18 and reviewed a list of "bucket" items developed by Caltrans that the group should be focusing on.

The discussion on 1-11-18 primarily revolved around what items needed to be added to the list, or be better defined:

Training – especially as related to project management and quality control. Issues related to training include "train the trainer", and scheduling classes. Training appeared to be a topic that runs across several of the "bucket" items.

Preferences – "needs vs. wants" as compared to requirements. This topic is critical especially when the owner is not the operator. Interoperability and Safety are also key elements.

When looking at the topic of revenue service - "beef up" the issue of host railroads over which the equipment will operate.

Additionally, product liability insurance; agreements with the manufacturer on items such as service maintenance and support and overhaul planning; and material availability were cited as critical items to be covered.

A revised/refined list of topics will be prepared by Eric Curtit based on the 1-11-18 discussion and distributed to the members of the working group for review and comment.

The working group will meet again on 2-8-18 to finalize the list of topics and begin assigning members to take sections of the list and develop them further. The group agreed that, although the intent was to complete its work by the NGEN Annual Meeting, it is better to get it right than rush it. A status update will be presented at the meeting and a better sense of the timeline for completion will be identified.

11. 2018 NGEN Annual Meeting 2-23-18 - Steve Hewitt:

Steve Hewitt reviewed the current DRAFT agenda, and requested confirmation of Board members and support staff planning to attend. Steve also asked those scheduled to give presentations to confirm that they are planning to attend and give the presentation assigned to them. The deadline for the final list of names to be submitted to AASHTO is 2-9-18. Sooner than that is critical for Board members so that it can be confirmed that a quorum will be present.

Reminder – if you have not reserved a hotel room yet – the cutoff date is 1-29-18 or sooner if the room block fills up. The Hotel is the Washington Court – just down the street from the Hyatt where last year's meeting took place.

The current head count, in total, is 35, including industry members. This number is expected to grow to 60 or 70 by the time of the meeting.

Speaker presentations are requested to be provided to Steve Hewitt electronically by 2-16-18, if not ready by then, please bring yours on a thumb drive to the meeting. Dave Warner – Mr. Emeritus, has, once again, graciously volunteered to attend the meeting and run the PowerPoints for us – thank you Dave!

Steve reminded the Nominations committee to confirm with the current state Board members if they intend to continue as their state's representative on the Board.

- **Review of current DRAFT agenda**

DRAFT Agenda as of 1-16-18

8:00 - 8:25 am	Registration
8:25 – 8:30 am	Hotel Safety Briefing –Hotel Representative
8:30 – 8:35 am	Convene Annual Meeting: Eric Curtit, Missouri DOT, NGEC Chair
8:35 - 8:40 am	Self introductions
8:40 – 8:45 am	Roll call – establish the presence of a quorum: Steve Hewitt, NGEC Program Manager
8:45 – 8:50 am	Review Meeting Agenda: Eric Curtit Review Meeting Packets: Steve Hewitt
8:50 – 8:55 am	Approval of the Minutes from the February 13, 2018 Executive Board conference call
8:55 – 9:10 am	NGEC Chairman’s Report: Eric Curtit
9:10 - 9:25 am	Update from The Federal Railroad Administration- Michael Lestingi, FRA
9:25 – 9:40 am	Update from Amtrak Government Affairs –Caroline Decker, Amtrak
9:40 - 10:10 am	Progress Report: Technical Subcommittee: Charlie King, Amtrak
10:10 – 10:20 am	Accessibility/RVACC Update – Melissa Shurland, FRA
10:20 – 10:30 am	Break
10:30 – 11:10 am	Status Update: NGEC Multi-State Equipment Procurements <ul style="list-style-type: none"> a. Diesel-Electric Locomotives: John Oimoen, IDOT b. Multi-State Single Level Cars: Caltrans (Momo Tamaoki or Kyle Gradinger)
11:10 – 11:20 am	Progress Report: Section 6 – Mid-West States:
11:20 – 11:30 am	Progress Report – Equipment Acquisition and Ownership Best Practices Working Group – Eric Curtit
11:30 – 11:55 am	Treasurer’s Report & Finance & Administrative Subcommittee update: Tim Ziethen, Amtrak
11:55 - Noon	Consideration of Acceptance of the Treasurer’s Report – Eric Curtit
Noon – 1:00 pm	Lunch (on your own)
1:00 - 1:05pm	Re-convene the meeting: Eric Curtit Confirm the presence of a quorum – Steve Hewitt
1:05 – 1:10 pm	Report from the Nominating Committee – Eric Curtit
1:10 – 1:15 pm	Election of NGEC Board Members and NGEC Executive Board Officers
1:15 – 1:25 pm	NGEC – A look Ahead – Chairman-elect
1:25 – 1:35 pm	Questions/Comments: All Attendees
1:35 – 1:45 pm	Other Issues: All
1:45 – 1:55 pm	Meeting Summary/Action Items Review: Steve Hewitt
1:55 – 2:00 pm	Closing Comments: Chairman
2:00 pm	Adjourn

- **Attendee list to date – 38 (updated following today's call)**

Board Members:

Eric Curtit, Missouri DOT
Charlie King, Amtrak
Tim Ziethen, Amtrak
Ray Hessinger, NYSDOT
Michael Lestingi, FRA
Ron Pate, WSDOT
John Oimoen, IDOT
Allan Paul, NCDOT
Ed Engle, Iowa DOT
Momoko Tamaoki, Caltrans
Brian Beeler II, NNEPRA for Maine DOT

Support:

George Hull Amtrak
Andrew Wood, Amtrak
Michael Burshtin, Amtrak
Jason Biggs, WSDOT
Patrick Centolanzi, FTA
Larry Salci, NGEC Technical Consultant
Strat Cavros, AASHTO
Shayne Gill, AASHTO
Kamasha Hendrickson, AASHTO
Dave "Emeritus" Warner
Steve Hewitt, NGEC Program Manager

Industry Members:

Darrell Smith, Steer Davies Gleave
Al Engel, Al Engel Consulting
James Michel, Marsh USA
David Yogev, OSG
Chuck Wochele, Transit Consult LLC
Michael Latour, Siemens Industries
Claudio Bravo, RVBA
Tom LaMano, Cummins Rail
Glen Rees, Cummins Rail
Paul Aichholzer, Siemens Industries
William Slater, Wabtec
Dick Bruss, Rail Passengers Association (RPA)
Jack Madden, Erdman Anthony & Associates
Al Bieber, STV, Inc.
Steve Orzech, Jr, Freedman Seating Company
Tom Sisler, SNC-Lavalin

**12.
Other:**

Eric Curtit provided a brief overview on the status of the update to the NGEC two-page educational document.

The FASC has been reviewing draft revisions and has made some recommendations. MODOT graphics will be incorporating the suggested changes into an updated DRAFT which will be distributed to NGEC Exec Board members in advance of the next call (1-30-18). It is hoped that final comments can be provided by that call so that MODOT can get a final version to AASHTO for printing prior to the Annual Meeting. It is critical that it be ready for distribution at that time.

Adjourn:

With no other business forthcoming, Chairman Curtit adjourned today's call at 11:54AM Eastern.

The next conference call is January 30, 2018

Decisions/Action Items

Procurement Updates:

Status Update – Multi-state Car Procurement (Caltrans - Lead State) – see agenda item 7 for update:

Diesel-Electric Locomotive Procurement Update – see agenda item 6 for update.

Mid-West States – Section 6 progress report:

As of 1-16-18, a meeting is planned for some time in January for the states and FRA to meet and work through the document together and, hopefully, complete it.

Finance and Administrative Subcommittee Monthly Progress Report – Tim Ziethen, Amtrak:

Amtrak Grants is reviewing the proposed revisions to the SOW and will be reaching out to FRA Grants this week (week of 1-16-18)

Next FASC meeting 2-7-18

Acquisition and Ownership Best Practices Working Group:

See summary of activities under agenda item 10.

Next Board Update 2-13-18

2018 NGEAC Annual Meeting:

Steve Hewitt reviewed the current DRAFT agenda, and requested confirmation of Board members and support staff planning to attend. Steve also asked those scheduled to give presentations to confirm that they are planning to attend and give the presentation assigned to them. The deadline for the final list of names to be submitted to AASHTO is 2-9-18. Sooner than that is critical for Board members so that it can be confirmed that a quorum will be present.

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Speaker presentations are requested to be provided to Steve Hewitt electronically by 2-16-18, if not ready by then, please bring yours on a thumb drive to the meeting. Dave Warner – Mr. Emeritus, has, once again, graciously volunteered to attend the meeting and run the PowerPoints for us – thank you Dave!

Steve reminded the Nominations committee to confirm with the current state Board members if they intend to continue as their state's representative on the Board.

Appointing a nominating committee:

Per the NGEAC By-Laws:

The Chair shall appoint, not less than two months prior to the Annual Meeting, a Nominating Committee consisting of three (3) voting members of the Committee, which shall be responsible for presenting a list of the state representatives selected to serve as members of the Executive Board to be elected at the Annual Meeting. Following election of the Executive Board, the members of the Executive Board will elect the Officers of the Executive Board.

Newly elected Officers shall assume office at the conclusion of the Annual Meeting at which they are elected.

On 12-19-17, Chairman Curtit announced that he has appointed Ray Hessinger, NYSDOT, and Tim Hoeffner, Michigan DOT, to serve, along with Eric, (who will chair), on the nominating committee.

On 1-16-18, Steve Hewitt reminded the Nominations committee to confirm with the current state Board members if they intend to continue as their state's representative on the Board.

Updating the two-page educational document:

The FASC has been reviewing draft revisions and has made some recommendations. MODOT graphics will be incorporating the suggested changes into an updated DRAFT which will be distributed to NGEC Exec Board members in advance of the next call (1-30-18). It is hoped that final comments can be provided by that call so that MODOT can get a final version to AASHTO for printing prior to the Annual Meeting. It is critical that it be ready for distribution at that time.

ATTACHMENTS



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

**S305 NGEC Executive Board Conference Call
January 16, 2018**

11:30 AM – 12:30 PM Eastern

Call in number: 888 585-9008 conference access: 559-120-127

Agenda

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| 1. Welcome and Open the Meeting | Eric Curtit |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Status Review | Steve Hewitt |
| 4. Approval of Minutes from the 12-19-17 conference call meetings | Eric Curtit |
| 5. Progress Report: Mid-West States – Section 6 | Arun Rao |
| 6. Status Update: Diesel-Electric Locomotive Procurement | Steve Hewitt |
| 7. Status Update: Multi State Car Procurement | Kyle Gradinger |
| 8. Monthly Progress Report of the Technical subcommittee | George Hull |

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9. Progress update from Amtrak and FRA Grants re: NGEN Grant SOW Revisions Tim Ziethen
10. Progress Report: Equipment Acquisition & Ownership Best Practices WG Eric Curtit
11. 2018 NGEN Annual Meeting 2-23-18 Steve Hewitt
- Review of current DRAFT agenda
 - Attendee list to date
 - Confirm all speaker/presenters
 - Deadline for Hotel Room block – 1-29-18
 - Deadline to register with Steve for head count/tent card/name badges – 2-9-18
 - Deadline for Speaker presentations to Steve Hewitt – 2-16-18
12. Other All

Next Meeting -1-30-2018
