

# SECTION 305 NGEC Executive Board

MINUTES

JANUARY 20, 2015 11:30 EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Eric Curtit, Chair, S305 NGEC Executive Board</i>
<b>ATTENDEES</b>	<b>Board Members:</b> <i>Eric Curtit, Ray Hessinger, Darrell Smith, Mario Bergeron, John Tunna for Paul Nissenbaum, Tammy Nicholson, Tammy Nicholson also as proxy for John Oimoen, Stan Hunter, Tim Hoeffner, Ron Pate, Allan Paul for Paul Worley, Brian Beeler II</i> <b>Support Staff:</b> <i>Shayne Gill, Steve Hewitt, Larry Salci, Nico Lindenau, Patrick Centolanzi, Dave Warner, Tammy Krause, Sal DeAngelo</i>
<b>ABSENTEES</b>	<b>Board Members,</b> <i>Paul Nissenbaum, John Oimoen, Paul Worley, John Rosacker, Michael Jenkins, Arun Rao</i> <b>Support:</b> <i>Jason Biggs, Strat Cavros, Larry Salci, Jeff Gordon, Michael Lestingi, Martin Schroeder, Nikki Rudnick,</i>

## DECISIONS MADE

**1. Welcome – Eric Curtit, Chair, S305 NGEC Executive Board:**

Chairman Curtit opened today’s meeting and asked Steve Hewitt to take the roll.

**2. Roll Call –Steve Hewitt, Manager, S305 NGEC Support Services:**

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

**3. Review of Action Items – Steve Hewitt:**

### Action Items Status

**Mid-west States – Section 6 progress report:** This remains as an ongoing agenda item. An RFP for a Fleet Manager is being finalized by IDOT, and an RFI for a Fleet Maintainer has recently been released.

**Agenda item 5**

**514 Subcommittee update:** Cost Control is currently the major outstanding issue and continues to be a focus point.

**Agenda item 9**

**NGEC Procurement updates:** The 2 procurements – bi-level cars and the diesel-electric locomotives-will continue to be standing agenda items on the Executive Board calls.

**Agenda items 6 and 7**

**Host Railroad Blessing of NGEC equipment:** Criteria for new equipment has been developed by the locomotive committee. The committee will brief Jim Grady, AAR on the criteria. Following this – a subgroup will be formed to work with the NGEC after the beginning of the new year. (ongoing)

**Letter to the FRA:** the NGEC will formally ask the FRA for a FY2016 budget request for funding for the development and maintenance of specification standards. Eric Curtit and Steve Hewitt will draft a proposed letter, for Board review, to be submitted to the FRA. This is not meant to be the funding options solution for sustaining the NGEC in the long term, but is seen as one potential future resource which would mirror funding provided to some of the other transportation modal administrations.

Eric and Steve have drafted a proposed letter and have sent it to Shayne Gill for his input. Following his comments/edits it will be sent to all Board members for review.

**Status: Shayne will provide input on his review of the letter by the end of the day today (1-20-15).**

**NGEC Annual Meeting – 2015:** The meeting will take place in Washington, DC on February 20, 2015. Logistical information has been provided as has a DRAFT agenda.

Comments/changes to the agenda are requested to be submitted to Eric Curtit and Steve Hewitt.

#### **Agenda item 11**

**NGEC Future:** The FASC has several assignments which are to be the first steps taken towards establishing the NGECE future – short term and long term:

Development of a Statement of Work and budget for a no-cost extension of the current grant agreement through September 30, 2017:

A draft SOW was presented on December 17, 2014 – comments are due to Darrell Smith (cc Steve Hewitt) by January 7<sup>th</sup> – a discussion will take place on the next FASC call – January 14, 2015.

**The FASC approved the SOW as presented with minor corrections/adjustments to be made and a language change to be provided by FRA with regard to looking ahead to the future and potential funding and structure options.**

**Darrell Smith, Chair of FASC will provide an overview of the SOW under agenda item 10.**

The FASC by-law working group has proposed revisions to update the by-laws:

These were presented on December 17<sup>th</sup> to FASC members. Comments are requested to be submitted to Ray Hessinger (CC Steve Hewitt) A specific review of Part C has been requested of Technical subcommittee chair Mario Bergeron to see if updates are needed. Input has been requested by January 7<sup>th</sup>. The FASC will take up the proposed changes on the January 14<sup>th</sup> call.

**The FASC approved (1-14-15) revisions to the NGECE bylaws and the updated version has been distributed to the Executive Board. An overview will be provided today by Ray Hessinger co-vice chair of the FASC and Chair of the Bylaws working group.**

#### **Agenda item 10**

The Finance and Administrative subcommittee will begin developing a proposal for potential funding options to present to the Board for its consideration by October, 2015:

The FASC began discussions on this activity on January 14<sup>th</sup>. Members of the FASC have been asked to bring ideas to the table for discussion.

**A concept for potentially assessing a fee for specification use has been raised and a discussion with regard to doing outreach to All Aboard Florida was held on the FASC call and the Technical SC call. To be discussed under agenda item 10.**

**Approval of the revised Dual Mode Locomotive (DC 3<sup>rd</sup> Rail) Requirements Document:** The Dual Mode Locomotive (DC 3<sup>rd</sup> Rail) Requirements Document Revision A was adopted on today's call. Tammy Krause, Amtrak, has provided AASHTO with the final approved version and it has been posted to the web site.

The next step is to proceed with the specification development.

**Under agenda item 8 – Mario Bergeron will provide a brief update of the anticipated schedule and timeline.**

#### **4.**

**Approval of the Minutes from January 6, 2015 – Eric Curtit:**

On a motion by Ray Hessinger, NYSDOT, and a second by Stan Hunter, Caltrans, the minutes from the January 6, 2015 Executive Board conference call meeting were approved without exception.

#### **5.**

**Progress Report – Mid-West States – Section 6 – Tim Hoeffner, Michigan DOT:**

Tim Hoeffner provided a brief update on the status of the Mid-West States Section 6 activities.

The RFI for a Fleet Maintainer has been released.

There will be a market sounding next week in Chicago and a follow up on governance and fleet management next week.

**6.**

**Status Update: Diesel-Electric Locomotive Procurement – Tammy Nicholson for John Oimoen:**

The following was submitted by John Oimoen and read into the record by Tammy Nicholson:

- A) *JPEs have received the Contractor's invoice for Milestone A & F.*
- B) *There are several follow-up action items for Intermediate Design Reviews for the locomotive continue.*
- C) *Both Bi-Level Car program and Locomotive program are migrating from 140 profile wheels, to the 340 profile, consistent with Amtrak's new policy. This will require a design change request to modify the NGEC specification for the locomotive.*
- D) *Weekly JPE conference calls continue.*
- E) *Siemens continues weekly engineering and project management conference calls w/ JPEs.*
- F) *FRA continues participation in conference call meetings.*
- G) *Mock-up reviews are complete for the locomotives.*
- H) *The locomotive schedule is slightly ahead of schedule (maybe 2 months), for the engineering phase.*
- I) *Final Design Reviews (FDR) for the locomotive will be held in Seattle the week of 2/9, week of 3/2 and week of 3/16."*

Ron Pate, Washington State DOT commented that there are some challenges ahead with regard to new equipment criteria and the host railroads.

Tim Hoeffner mentioned that he had had a discussion with AAR while at TRB and there is a willingness to help coordinate the process for the railroads.

Ron Pate commented that Oregon had some difficulties with the Talgo equipment when implemented and just wanted to raise the issue as a challenge that should be addressed.

Eric Curtit noted that he believes that Jeff Gordon's work with AAR (see action item above) may help resolve some of the challenges.

**7.**

**Status Update: Bi-Level Car Procurement – Stan Hunter:**

Stan Hunter provided an update on the status of the bi-level car procurement:

First Article Inspections (FAIs) are being conducted.

In February and March and April FAIs on "a slew" of components will take place.

There is a meeting in Rochelle, Illinois in early February to go over a corrected action from the QA audit. Caltrans, IDOT and FRA will be present at this meeting with Nippon Sharyo.

Caltrans is still looking to add 11 option cars to the order and is working with IDOT and FRA on a build schedule to that would modify the Grant Agreement to ensure ARRA funding compliance.

The Mid-West states will not be exercising options for additional cars. The car order as it stands now is: 53 for Caltrans and 88 for the Mid-West for a total of 141.

The weight issue is also in the process of being resolved.

Tim Hoeffner clarified that the Mid-West "reduced its extra order of cars because of the vendor's inability to meet our schedule."

Stan Hunter agreed that this was correct.

**8.**

**Status/Schedule: Technical Subcommittee development of Dual Mode Locomotive (DC 3<sup>rd</sup> Rail) Specification – Mario Bergeron:**

Mario Bergeron provided the schedule that is planned for the development of the Dual Mode Locomotive (DC 3<sup>rd</sup> Rail) Specification.

He noted that the revised Requirements document was adopted by the Board and along with its adoption the Board directed the Technical subcommittee to begin developing the specification.

Mario then provided a summary of the following schedule (all dates – 2015) which was submitted previously to the Technical subcommittee:

<i>Technical working group teams complete Specification Development for their assigned chapters -</i>	<i>4/2</i>
<i>Amtrak Compiles Chapters, Draft Spec placed on AASHTO Website</i>	<i>4/30</i>
<i>Technical subcommittee (TSC) comment period</i>	<i>6/4</i>
<i>Locomotive Working Group Review and Address Comments</i>	<i>6/18</i>
<i>TSC Final Review of DM Spec</i>	<i>7/2</i>
<i>Vote to recommend DM Spec to Executive Board (after Face to face meeting)</i>	<i>7/10</i>
<i>DM Specification Review Panel</i>	<i>8/18</i>
<i>Executive Committee vote to approve DM Specification</i>	<i>8/18</i>
<i>Approved DM Specification on AASHTP Website</i>	<i>9/24</i>

## **9.**

### **Status Update – 514 Subcommittee – Ron Pate:**

Ron Pate reported that the subcommittee continues to progress well. Jeremy Jewkes is developing “straw dog” language. Some concern has been raised by states with regard to budget cap and the reconciliation process, but “progress is being made” and Ron believes these concerns will ultimately be resolved.

## **10.**

### **Status/Update/Discussion: NGEN Future – Report from the FASC – Darrell Smith:**

1. Overview: NGEN Bylaws revisions/update – approved by the FASC 1-14-14 – Ray Hessinger, NYSDOT: Ray Hessinger provided an overview of the proposed changes to the NGEN Bylaws as approved by the Finance and Administrative Subcommittee on January 14, 2015 and distributed to Board members on January 16, 2015 by Steve Hewitt.

The purpose of the changes was to address the consolidation of the Finance Subcommittee and the Administrative Task Force into one subcommittee – the Finance and Administrative Subcommittee (FASC) and reflect the resulting changes in the Bylaws.

This exercise opened up the opportunity to do a complete review of the Bylaws and update as needed.

The updates, as proposed, addressed 4 primary areas:

- a. Clarify the role of the NGEN Secretary and the Support Services Manager (Steve Hewitt or his successor)
- b. Remove references to initial meetings of the Committee – to reflect the NGEN as a continuing committee.
- c. Look at the structure of the technical Subcommittee and address any inconsistencies. For this item, the FASC reached out to Technical Subcommittee chair Mario Bergeron and made changes based on his input.
- d. General cleanup edits to correct typos/misspellings etc.

With no additional discussion or comments forthcoming, Darrell Smith asked that Board members review the Bylaws as revised (Steve Hewitt will also send a clean version for all to see – without redline track changes) and to be prepared to come to consensus on the next call (February 3, 2015) for formal adoption at the NGEN Annual Meeting.

Any comments that Board members may have should be submitted to Ray Hessinger and Steve Hewitt prior to the February 3, 2015 Executive Board call.

2. Introduction/overview: SOW for a no-cost Grant Agreement Extension through 9-30-17 – Darrell Smith:

Darrell Smith reported on the development of a SOW for a no cost Grant Agreement extension through 9-30-17. The FASC approved the proposed SOW with the agreement of additional language as presented by FRA.

The agreed-upon language was received by Darrell on Friday (from Nico Lindenau) and he will incorporate it into the SOW. Once this action has been taken, the document will be transmitted to Board members next week. On the next Board call Darrell will walk through the document in detail and respond to any questions, comments or concerns. The intent is to come to a consensus on the SOW in order to consider its approval

formally at the NGEC Annual Meeting.

3. Status: Exploring future long term funding options – Darrell Smith:  
Discussion – Specification use fees – outreach to All Aboard Florida – Darrell Smith/Nico Lindenau

Darrell reported that exploring options for long term future funding of the NGEC is now the focus of the FASC with a due date of submitting recommendations to the Executive Board by October of 2015.

Darrell and Steve Hewitt are compiling a list of concepts/ideas presented to date and other relevant material to help the FASC as it begins to progress this effort forward.

One concept, suggested by Nico Lindenau during the FASC call on January 14th, concerned outside or private sector use of the PRIIA specifications. In particular, All Aboard Florida, which it is understood, is reportedly using PRIIA specifications for single level cars and locomotives. This is exactly what was hoped would happen with these specifications - something that would create national standards.

Today, any non-members of the NGEC can use the specs - they are public documents and can be accessed for free. The benefits of using a spec and not having to expend the costs to develop one is a great advantage and the thought was that there could be a potential for future revenues if a fee was to be assessed for the use of PRIIA specs.

Dave Warner commented that he believes this is a poor source of assured revenue to fund the NGEC.

Tim Hoeffner raised the issue of copyright laws and asked in the NGEC specs are copyrighted – the answer is that they are. It was determined about a year ago or so that the NGEC could legally copyright specs it develops.

Of even greater importance is that there be interaction with the user of the specs to know what changes are made as the procurement advances, so that the NGEC could then look at those changes to determine if they should be included in a revision/update to the PRIIA spec.

The FASC suggesting that the NGEC find a way to reach out to All Aboard Florida to determine if there is a willingness to share information with the NGEC as changes are made to the specification, and to possibly approach them about their willingness to pay a fee for specification use.

It was determined that the NGEC should try to find a contact at All Aboard Florida and should then determine how best to reach out to begin a dialogue. The topic was raised at the last Technical subcommittee meeting (conference call on 1-15-15). On the Technical subcommittee call, Larry Salci suggested that Gene Skoropowski would be the All Aboard Florida contact. Jack Madden, NYSDOT, suggested that he could reach out to the OEM – Siemens – to see who they suggested be the contact.

On today's Board call the discussion revolved around having an introductory conversation with All Aboard Florida. Most likely it will be Chairman Curtit doing the initial outreach. It seems that asking for a payment "after the fact" is not prudent, but, a conversation about keeping the NGEC informed on changes and having a general discussion makes sense.

Tim Hoeffner noted that he has contact with Florida East Coast and will provide some names to be contacted to begin the conversation with All Aboard Florida. Tim offered to reach out or to give the names to Eric Curtit. Eric will likely do a "simple outreach" as chair of the NGEC, just to get the conversation started.

Nico commented – it would be good if "you could just ask if they can let us know about any changes they make...this would be a good message to the GEC and AAF...and the NGEC could assess the changes and determine if they improve the PRIIA spec."

**11.  
2015 NGEC Annual Meeting – Finalizing Agenda/ Attendance review/presentation deadlines - Steve Hewitt:**

For the Annual Meeting there are a few items in the agenda that need to be firmed up.

Steve Hewitt walked through the areas where he needs input:

Confirmation of speakers for the update presentations:

514 Subcommittee report? Ron Pate confirmed he will attend and give the 514 update.

FRA Update? Who will give it? And would the Acting FRA Administrator be available to participate?  
John Tunna confirmed that Paul Nissenbaum will attend and provide the FRA update.

Amtrak Government Affairs update – who will give this update for Amtrak?

Mario Bergeron agreed to find out who would do the update from Amtrak Government Affairs and will let Steve Hewitt know.

D/E Locomotive Procurement presentation? John Oimoen is not confirmed yet as he has not obtained travel approval – he will let Steve Hewitt know. Siemens – Steve Morrison said he would get someone to give a presentation for Siemens.

Bi-level procurement presentation – Stan Hunter? Nippon Sharyo/Sumitomo? Stan Hunter noted that he is unavailable, but that Bruce Roberts will attend on his behalf for Caltrans and will hold Stan's proxy.

Tom Hunt has told Steve Hewitt that there will be three Nippon Sharyo reps at the meeting – Masaki Maeda; David Yamada; and Tom Hunt. Stan will reach out to David Yamada and talk to him about giving a presentation on behalf of Nippon Sharyo and Sumitomo.

Steve Hewitt asked that these items be resolved by the February 3, 2015 Executive Board call.

Presentations should be sent to Steve Hewitt - all NGEC presentations should be on NGEC template.

Dave Warner – NGEC "Emeritus" member has graciously agreed to run the PowerPoints at the Annual Meeting.

**Cut off day for the room block is January 23<sup>rd</sup> – this Friday** – it has been extended from January 20<sup>th</sup>. – Please get your room reserved asap.

Steve Hewitt emphasized "even those who are not planning to stay overnight – I still need you to send me an email confirming your attendance. This is for a head count; name badges and tent cards and to assure that we have a quorum. Right now, we have a quorum - except for FRA – not having identified its representative. We have Amtrak confirmed (Darrell and Mario) and we have 8 of 12 states confirmed...We also have several non-Board member states who have registered or expressed their intent to attend: Connecticut, Arkansas, and Texas DOT."

Steve added, "We have a total of 8 industry members who have notified me that they are attending and a total of 23 others (Board and support) who have signed up to attend. Total of 31. This number will likely rise, but the sooner we know, the better."

#### **HOTEL INFORMATION:**

A block of rooms have been set aside at the  
***Hyatt Regency Washington on Capitol Hill***  
for the  
**SCORT Washington meeting & NGEC Technical Annual meeting.**

**HYATT REGENCY WASHINGTON ON CAPITOL HILL**  
**400 New Jersey Avenue, NW, Washington, DC 20001, USA**  
Tel: +1 202 737 1234

Registrants must make their own room reservations  
Following is the link to the hotel reservations website: <https://resweb.passkey.com/go/AASHTOSCORTFEB2015>

Room rate: \$177.00 (single/double occupancy)

Room reservation cut-off date: **Friday, January 23rd 2015**  
***Reservations received after this date will be on a space and rate available basis only.***

State and local taxes: 14.5% (or prevailing at time of meeting)

Check-in Time: 3:00 PM  
Check-out Time: 12 Noon

Shayne Gill, AASHTO, announced that at the SCORT meeting (which precedes the NGEC meeting in the two days prior to it) Joe Boardman, Amtrak President and CEO has confirmed as a key note speaker as has Deb Miller, STB vice chair.

These announcements should help with attendance.

**12.**

**Other:**

Stan Hunter, Caltrans, raised the issue of the need for NGEC member input into the design of safety cards to be inserted in the seatbacks of the new bi-level cars.

Eric Curtit asked Steve Hewitt to send out the information that Stan had provided to all Board members to review – and that “we will revisit this issue on the next call.”

**Adjourn:**

With no other business forthcoming today, Chairman Curtit adjourned the call at approximately 12:25 PM Eastern.

**The next call is: February 3, 2015 at 11:30AM Eastern**

**Decisions/Action Items**

**Mid-west States – Section 6 progress report:** This remains as an ongoing agenda item. An RFP for a Fleet Manager is being finalized by IDOT, and an RFI for a Fleet Maintainer has recently been released.

**514 Subcommittee update:** Cost Control is currently the major outstanding issue and continues to be a focus point.

**NGEC Procurement updates:** The 2 procurements – bi-level cars and the diesel-electric locomotives-will continue to be standing agenda items on the Executive Board calls.

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**Letter to the FRA:** the NGEC will formally ask the FRA for a FY2016 budget request for funding for the development and maintenance of specification standards. Eric Curtit and Steve Hewitt will draft a proposed letter, for Board review, to be submitted to the FRA. This is not meant to be the funding options solution for sustaining the NGEC in the long term, but is seen as one potential future resource which would mirror funding provided to some of the other transportation modal administrations.

Eric and Steve have drafted a proposed letter and have sent it to Shayne Gill for his input. Following his comments/edits it will be sent to all Board members for review.

Shayne will provide input on his review of the letter by the end of the day today (1-20-15).

**NGEC Annual Meeting – 2015:** The meeting will take place in Washington, DC on February 20, 2015. Logistical information has been provided as has a DRAFT agenda.





<b>ATTACHMENTS</b>



**S305 NGEC Executive Board Conference Call  
 January 20, 2015  
 11:30 AM – 12:30 PM Eastern  
 Call in number: 866 299 7945 passcode: 1601544#**

**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 January 6, 2015 call                                   | Eric Curtit                 |
| 5. Progress Report: Mid-West States – Section 6  | Tim Hoeffner                |
| 6. Status Update: Diesel-Electric Locomotive procurement                               | John Oimoen                 |
| 7. Status Update: Bi-Level Car procurement   | Stan Hunter                 |
| 8. Status/Schedule: Development of Dual Mode (DC 3rd Rail) Locomotive Specification    | Mario Bergeron              |
| 9. Status Update: 514 subcommittee   | Ron Pate                    |
| 10. Status Update/Discussion: NGEC Future Activities – Report from the FASC            | Darrell Smith               |
| 1. Overview: NGEC Bylaws revisions/updates (approved FASC on 1-14-15)                  | Ray Hessinger               |
| 2. Introduction/overview: SOW - no cost GA extension (approved FASC 1-14-15)           | Darrell Smith               |
| 3. Status: Exploring future long term funding options                                  | Darrell Smith               |
| Discussion – Specification use fees – outreach to All Aboard Florida                   | Darrell Smith/Nico Lindenau |
| 4. Next Steps/Actions/timelines  | Darrell Smith/Eric Curtit   |
| 11. NGEC Annual Meeting – Finalizing Agenda/ attendance review/ presentation deadlines | Steve Hewitt                |
| 12. Other  | All                         |

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**Next Call – February 3, 2015**



**PRIIA Section 305 Next Generation Corridor Equipment Pool Committee (NGEC)  
5th Annual Meeting**

**DRAFT**

**Agenda - Version 5**

**February 20, 2015**

**8:30am – 4:00 pm EST**

**Hyatt Regency Hotel on Capitol Hill  
Washington, DC**

8:00 - 8:30 am	Registration
8:25 – 8:30 am	Hotel Safety Briefing – Hyatt Regency Hotel Representative
8:30 – 8:40 am	Welcome and Introductions-Convene Annual Meeting – Eric Curtit, Chair, NGEC Executive Board
8:40 – 8:45 am	Roll call of NGEC members (Executive Board & non-Board member states) – Steve Hewitt, Manager, NGEC Support Services
8:45 – 8:50 am	Approval of the Minutes from the February 3, 2015 Executive Board conference call
8:50 – 9:05 am	NGEC Chairman’s Report – Eric Curtit, NGEC Chair
9:05 – 9:45 am	NGEC Treasurer’s Report/ Finance and Administration Subcommittee reports – Darrell Smith, NGEC Treasurer and Chair, Finance and Administrative Subcommittee
9:45 – 9:55 am	Consideration of Approval: Proposed Updates to NGEC By-Laws – Eric Curtit

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9:55 – 10:05 am	Consideration of Approval: Proposed SOW and budget for a no-cost Grant Agreement extension through 9-30-17 – Eric Curtit
10:05 – 10:25 am	Break
10:25 – 10:40 am	Update from FRA –Paul Nissenbaum
10:40 – 10:55 am	Update from Amtrak Government Affairs – <b>TBD</b>
10:55 – 11:15 am	Progress Report: Technical Subcommittee – Mario Bergeron, Chair
11:15 – 11:30 am	Update: Activities of the Accessibility Working Group and RVACC – Melissa Shurland, FRA
11:30 – 11:40 am	Progress Report: Section 6 – Mid-West States – Tim Hoeffner, Michigan DOT
11:40– Noon	Progress Report: the 514 Subcommittee – Ron Pate, Chair
Noon – 1:15 pm	Lunch (on your own)
1:15	Re-convene the meeting – Eric Curtit
1:15 – 1:45 pm	Status Update: NGEC Procurements <ul style="list-style-type: none"> <li>a. Diesel-electric Locomotive: John Oimoen, IDOT (Tentative) (Siemens Representative TBD)</li> <li>b. Bi-level cars – Bruce Roberts, Caltrans (Nippon Sharyo/Sumitomo Representative TBD)</li> </ul>
1:45 – 2:45 pm	Discussion: Long term Future of the NGEC – structure/funding/next steps– Eric Curtit
2:45 – 3:00 pm	Break
3:00 – 3:30 pm	Questions/Comments – All Attendees
3:30 – 3:45 pm	Other Issues - All
3:45 – 3:50 pm	Meeting Summary/Action Items Review – Steve Hewitt
3:50 – 4:00 pm	Next Steps/Closing Comments – Eric Curtit
4:00 pm	Adjourn