
SECTION 305 NGENC Executive Board

MINUTES

JANUARY 30, 2018

11:30 EASTERN

CONFERENCE CALL

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

DECISIONS MADE

1.

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

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

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

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

3.

Action items Review – Steve Hewitt:

Steve Hewitt noted that all open action items were covered under today's agenda except the activities of the Equipment Acquisition and Ownership Best Practices Working Group which is making progress (see status below) and will next meet on 2-8-18.

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 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.

Agenda item 5

Finance and Administrative Subcommittee Activities:

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)

Agenda item 8 – monthly progress report

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.

Next conference call – 2-8-18.

2018 NGEN Annual Meeting:

On 1-16-18, 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.

As of 1-26-18 the head count is 55, 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!

On 1-16-18, 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.

Agenda item 10.

Monthly Progress Report of the Technical subcommittee as of 1-16-18:

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 NGEN 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.

Next Update Annual Meeting 2-23-18.

4.

Approval of the Minutes from the 1-16-18 Conference call meeting – Eric Curtit:

On a motion by Charlie King, Amtrak, and a second by Allan Paul, NCDOT, the minutes from 1-16-18 were

approved without exception.

5.

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

Arun Rao informed the Board that the FRA has reviewed the DRAFT Section 6 report and submitted some revisions which are currently under review by the states. A meeting to discuss the report and revisions to it is expected to take place soon. The Equipment Board met last week to reflect on the FRA comments and to ensure consistency with Section 6 requirements.

Eric Curtit commented on the learning experience this process has provided and the recognition on how much is entailed.

6.

Status Update: Diesel-Electric Locomotive Procurement – Arun Rao Wisconsin DOT:

Arun Rao presented the following update provided by IDOT on 1-30-18:

- 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 and the reports were submitted to the FRA by Amtrak on Mon 1/29.*
- c) *238.111a testing still needs to be completed on two Michigan corridors pending resolution of equipment and testing issues*
- 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:

Kyle Gradinger provided the following update for inclusion in today's minutes (1-30-18):

- *SCOA/Siemens have been submitting contract deliverables on time. Caltrans/IDOT have been reviewing them and providing our comments back to them to finalize. Caltrans and IDOT are now working on the configuration management plan review and approval.*
 - *Detailed Master Schedule was submitted by SCOA/Siemens on Jan 5. Caltrans/IDOT had a meeting with SCOA/Siemens to go over the schedule in detail on Jan 18. Caltrans/IDOT schedulers are working closely with SCOA/Siemens and are satisfied with the schedule and we'll approve as noted. We are still on schedule to begin production in summer 2018.*
 - *The next design review meetings are scheduled for the week of Feb 5 at Siemens Sacramento Facility. The discussion topics will include end doors, wheelchair lift, diagnostics, lighting, electrical systems. and interior.*
 - *Caltrans is meeting with three joint powers authorities on Feb 5 to review all the samples for railcar interior.*
 - *Based on the discussions we are having at the design review meeting, Caltrans has been developing and submitting Document Change Requests (DCR) to NGEN. Caltrans has submitted three DCRs in December and awaiting approval from NGEN. And two more (air brake valve control & Seat spacing/mounting locations) DCRs will be submitted by the end of January.*
 - *Caltrans will be meeting with Amtrak Clearance and Inspection Director, Mr. Mike Trosino to review some of the truck and clearance related questions that came up during the truck design review meeting. The meeting is scheduled in Philadelphia on Feb 22.*
 - *Momo Tamaoki will be attending the NGEN annual meeting on Feb 23 to provide updates on the railcar*
-

procurement at NGEC.

8.

Monthly Progress Report of the Finance and Administrative subcommittee – Tim Ziethen, Amtrak:

The Finance and Administrative subcommittee last met on 1-10-18.

Action items from 1-10-18:

Review of the Grant Agreement SOW and Budget as suggested by Amtrak Grants:

Tim Ziethen was to work with Amtrak Grants to determine who will take the lead in reaching out to FRA Grants. (Due to the VCIP program there have been several changes within the Amtrak Grants office) Beth Nachreiner, FRA, recommended that Tim and/or Amtrak Grants work with Mike Longley, FRA Grants.

Tim Ziethen has agreed to take lead on this action and keep members of the FASC and Executive Board apprised.

Status: 1-30-18:

Tim Ziethen reported that he has been working with Emily Chan and others from Amtrak Grants to complete the amendment to the SOW as reflected in the NGEC Executive Board's approved changes. Tim anticipates that today (1-30-18) or tomorrow (1-31-18) they will finish the amendment and send on through Amtrak legal for its review. Shortly thereafter, it will be submitted to FRA.

Updating the two-page NGEC Educational document:

The Finance and Administrative subcommittee agreed on several revisions in language and in changing the pictures to use more current photos of the Charger and an artist's rendering of the single level car being built for Caltrans and the Mid-West states under the current multi-state procurement. Once these changes were made, the document was to be submitted to the Executive Board for discussion on its 1-30-18 call.

Status 1-30-18:

The updated DRAFT was submitted to the Executive Board on 1-29-18 and will be discussed on the call today (1-30-18).

Preparing for the NGEC Annual Meeting:

Tim Ziethen, is completing the DRAFT NGEC Treasurer's Report and a FASC yearly progress report for review by the subcommittee on its next call 2-7-18 to be presented at the Annual Meeting of the NGEC on 2-23-18. He expects to complete the DRAFT this week and have it distributed to all FASC members for review and consideration on the 2-7-18 call.

Tim also noted that Caroline Decker, Amtrak Government Affairs, has been confirmed to provide the Amtrak update at the NGEC Annual Meeting.

Preparing the NGEC Grant Quarterly Report to the FRA:

Status 1-30-18:

The Final DRAFT of the quarterly report for the period ending on 12-31-17 has been completed and will be submitted today (1-30-18).

9.

Review-DRAFT Updated Two-Page Educational Document – Eric Curtit:

A revised two-pager with new photos and some new language was distributed on 1-29-18 to Board members for discussion today (1-30-18).

Eric Curtit provided an overview of the revisions in the latest DRAFT update to the two-pager and asked members to provide any comments they may have to Steve Hewitt and Eric Curtit by COB 2-8-18.

Changes will be incorporated into a new DRAFT for consideration by the Board on its next call 2-13-18. Once approved, Missouri DOT will print the amount of copies needed for distribution n at the NGEC Annual Meeting. After this initial printing, AASHTO will resume making additional copies for future distributions.

10.

2018 NGEC Annual Meeting 2-23-18 - Steve Hewitt:

- Review of current DRAFT agenda
- Attendee list to date: There are 56 registered attendees, including Board representatives and support staff, and the industry.
- The room set up is different this year as we are at a different hotel. Steve Hewitt has been working with Kamasha (AASHTO Meeting Planner) on a set up that will work in the room provided. In the past all Board members and key support from States, Amtrak, FRA have been at a head table. This year, only the Board representatives will be at that table, and the front row of the theater seating for attendees will be reserved for key NGEC members and support. A DRAFT diagram was sent out with the agenda for this call.
- The Hotel block cut-off date was yesterday 1-29-18 – with no extension being offered by the Hotel.
- Shayne Gill acknowledged that the room block has closed and asked that those who are staying at the hotel but may not have reserved the room through the AASHTO block, to let Steve Hewitt know so that he can inform AASHTO and those reservations can be credited to the block.
- Confirm all speaker/presenters – for the procurement updates – the lead state is listed as the presenter. Will anyone else assist in the presentation – Siemens?)
- 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
- Industry topic request: James Michel Marsh Global Rail:
APTA is currently updating its PRESS standards and recommended practices referenced in 49 CFR 238 that are also included in the NGEC specifications. I would recommend that you propose to NGEC Chair that Narayana Sundaram of APTA be invited to make a short presentation on the status of the APTA 2018 PRESS work program. Contact him at nsundaram@apta.com or 202-496-4813

Steve Hewitt reviewed the request from James Michel, for a report from APTA on its updating of its PRESS standards.

Eric Curtit agreed to contact Narayana Sundaram and discuss the topic and what the presentation would focus on, and, if it is relevant to the NGEC meeting discussions he will confirm Narayana’s availability and ask Steve Hewitt to add it to the agenda. For now, it will be included as a tentative presentation pending Eric’s outreach to APTA.

**PRIIA Section 305 Next Generation Corridor Equipment Pool Committee (NGEC)
8th Annual Meeting
February 23, 2018
8:30am – 2:00 pm EST
Washington Court Hotel, Washington DC**

DRAFT Agenda as of 1-29-18

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 – 11:15 am	Status Update: NGEC Multi-State Equipment Procurements a. Diesel-Electric Locomotives: John Oimoen, IDOT b. Multi-State Single Level Cars: Momo Tamaoki, Caltrans
11:15 – 11:25 am	Progress Report: Section 6 – Mid-West States: John Oimoen, IDOT
11:25 – 11:35 am	Progress Report – Equipment Acquisition and Ownership Best Practices Working Group – Eric Curtit
11:35 – 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

**11.
Other:**

Adjourn:

With no other business forthcoming, Chairman Curtit adjourned today’s call around 12:00pm Eastern.

The next conference call is 2-13-18

Decisions/Action Items

Procurement Updates:

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

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Appointing a nominating committee:

Per the NGEC 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.

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ATTACHMENTS



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

S305 NGEC Executive Board Conference Call
January 30, 2018
11:30 AM – 12:30 PM Eastern
Call in number: 888 585-9008 conference access: 559-120-127

Agenda

- | | |
|---|----------------|
| 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 1-16-18 conference call meetings | Eric Curtit |
| 5. Progress Report: Mid-West States – Section 6 | Arun Rao |
| 6. Status Update: Diesel-Electric Locomotive Procurement | Arun Rao |
| 7. Status Update: Multi State Car Procurement | Kyle Gradinger |
| 8. Monthly Progress Report of the Finance and Administrative subcommittee (FASC) | Tim Ziethen |
| 9. Review – DRAFT Updated Two Page Educational Document | Eric Curtit |
| 10. 2018 NGEC Annual Meeting 2-23-18 | Steve Hewitt |
| <ul style="list-style-type: none">- Review of current DRAFT agenda- Attendee list to date- Confirm all speaker/presenters- 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- Industry topic request: James Michel Marsh Global Rail:
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| 11. Other | All |

Next Meeting -2-13-2018