



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

SECTION 305 NGEC Executive Board

MINUTES

NOVEMBER 3, 2020

11:30 EASTERN

CONFERENCE CALL

FACILITATOR	<i>Ray Hessinger, Chair, S305 NGEC Executive Board</i>
ATTENDEES	Board Members: Ray Hessinger, George Hull, Amanda Martin, Arun Rao, Arun Rao also as proxy for John Oimoen Michael Lestingi, Troy Hughes, Jason Orthner, Jason Biggs for Ron Pate, Kyle Gradinger, Mike Jenkins, Brian Beeler II Support Staff and Colleagues: Jon Dees, Jeff Gordon, Mike Murray, Joe Paul, Larry Salci, Steve Hewitt, Shayne Gill, Strat Cavros, Oscar Bermudez, Dave "Emeritus" Warner, Tammy Krause, Cameron Cordell
ABSENTEES	Board Members: Michigan State DOT – which has yet to name its representative to the Board, Tim Ziethen, John Oimoen, Ron Pate Support: Patrick Centolanzi, Mike Kraft, Momo Tamaoki, John Bell

DECISIONS MADE

1. Welcome – Ray Hessinger, Chair, S305 NGEC Executive Board:

Chairman Hessinger opened the 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:

Steve Hewitt briefly reviewed the status of open action items not covered under the agenda this week and noted they will be included on the next call agenda, and the status of each is included in today's minutes (11-3-20).

Updating the NGEC two-pager:

On 10-20-20, Steve Hewitt reported that he has begun a review of the two-pager and provided some suggestions for updates. The FASC has established a small subgroup to work on this effort.

On 11-3-20, Steve Hewitt provided a status on efforts to update the two-pager.

The subgroup met on 10-20-20 and agreed to make some changes including some of those suggested by Steve Hewitt. The group will be meeting again in several weeks to further discuss some of the suggested edits. The intent is to have the document updated and ready for distribution by January 2021. MODOT graphics arts has agreed to, once again, format the changes and produce the two-pager and print copies as well.

Update: States and Amtrak – Charger Locomotive Experience:

In-depth updates were provided during the Annual Meeting and were included in the minutes (2-21-20). Presentations were distributed and posted to the website.

Next Update: As appropriate

METRA Equipment Procurement Effort:

This item was tabled until John Oimoen receives an update from his contact at METRA. He will let Steve Hewitt and Ray Hessinger know when that is, and the item will be included on the following Board agenda.

Next Update: As appropriate

Technical subcommittee review of the Access Board Advance Notice of Proposed Rulemaking regarding accessibility guidelines for Rail vehicles:

The intent of this effort is for states to submit their comments to the Access Board Docket on the Accessibility Requirement Guidelines Advance Notice of Proposed Rulemaking. Amtrak has submitted its comments already and will share them with the Executive Board. Once the comments have come back from the Access Board and there is a Final Rule, the Technical subcommittee (through its technical working groups) will compare them with the NGECC specifications to ensure compliance and make any necessary changes by utilizing the NGECC DCR process.

On 8-20-20, Melissa Shurland reported to the Technical subcommittee, that the comment period ended on 7-14-20 (after having been extended to that date) and the Access Board is now processing those comments received. Melissa stated, "we are in a holding pattern to see what the comments were and what the Access Board's disposition of them will be." Melissa will keep the NGECC technical subcommittee informed as the process is completed.

As of 10-15-20 (Technical subcommittee meeting) there was nothing new to report – the Access Board seems to be in a holding pattern.

Next Update: As appropriate

Update: TSSSA Primer/Template development as of 10-15-20:

The Amtrak team continues to work on the development of the TSSSA primer. They are developing the verbiage after having received permission to use some of the diagrams. This effort has been put on the back burner due to other workload issues facing the same team including the California venture cars and other issues related to VSIP etc.

Next Update: As appropriate

VIA Rail Equipment Procurement:

On 10-20-20, Ron Bartels, VIA Rail, provided the NGECC Executive Board with an update on the VIA Rail vehicle procurement program.

He gave an overview of an exciting program that will result in 32 trainsets - each with 1 locomotive, 4 coaches and a cab car. Ron provided a general overview of milestones and an anticipated timeline for delivery.

He also described the great level of progress that has taken place, even with a tight schedule and the challenges presented by the COVID 19 pandemic.

Next Update - Either 6 months – or - during the NGECC Annual Meeting in February 2021

4.

Approval of the Minutes from the 10-20-20 conference call meeting – Ray Hessinger, NYSDOT:

On a motion by Amanda Martin, Iowa DOT, and a second by Brian Beeler II, NNEPRA, for Maine DOT, the minutes from the 10-20-20 conference call meeting were approved as presented.

5.

Update: Finance and Administrative subcommittee (FASC) – Steve Hewitt for Tim Ziethen, Amtrak:

In the absence of Treasurer Tim Ziethen, Steve Hewitt provided a status update on his behalf:

Treasurer's Report – Balance/Spend rate:

Balance/Spend Rate:

Total Initial Grant Amount: \$1,250,000.

Amount Spent: \$657,849.52.

Balance remaining: \$ 592,150.48.

Projected spending through the remainder of the grant period through 9-30-20: approximately \$28,068.65.
Estimated balance remaining at the end of FFY 2020 (9-30-20): \$592,150.48.
Approximate current spend rate: \$14,301.08.
Estimated spend at current rate for the next 36 months (through 9-30-23) - \$514,838.75.
Estimated balance at the end of the Extension Period – 9-30-23 – (Contingency) - \$77,311.73.

Status: Contract extensions Amtrak/AASHTO, and AASHTO/Sub-contractors (Hewitt, Krause, Casamar, Salci):

Steve Hewitt reported that the Amtrak/AASHTO addendum which continues their contract for the life of the grant agreement extension (through 9-30-23) has been fully executed by Amtrak and AASHTO. In turn, the AASHTO/Hewitt 36-month contract extension has been fully executed and the other sub-contractor contract extensions/modifications are in process.

Strat Cavros, AASHTO, confirmed that the other contract extensions (Krause/AASHTO and Casamar/AASHTO) were in process.

Strat pointed out that Larry Salci's Larry Salci (Technical consultant to the NGEC Review Panels) contracts are per task as opposed to a straight contract extension like the other subcontractors. Steve Hewitt commented in agreement and asked the status of the contract for the DMU Revision B Review Panel Report.

Mr. Salci confirmed that he needed to send Strat the scope of work and budget information for that task order.

**6.
Next Steps: Annual By-Laws Review – Steve Hewitt, NGEC manager:**

Steve Hewitt reminded Executive Board members that they were provided (10-14-20) with proposed changes to the NGEC By-Laws as approved by the FASC on 10-14-20. The requirements are that the Board have those changes in writing at least 30 days prior to voting on them. It is the intent of the Chair to have the changes considered for adoption on the next NGEC Executive Board meeting to be held on 11-17-20.

**7.
Update – Multi-State Rail Car Procurement as of 11-3-20 – Kyle Gradinger, Caltrans:**

On 11-3-20, Kyle Gradinger, Caltrans, provided the following update:

Design review for the standard coach is complete. The Cab Car structure FDR is complete and the structural test plans have been reviewed and are in revision. Reviews for Vending Cars, Cab Car Interiors, and Diagnostic Systems occurred the week of September 28. IDOT Café Car releases are ongoing. FDR Communications, Diagnostics and Interiors took place in early October. The Café Car IDR has been approved. The new emergency egress window was successfully demonstrated to FRA on September 29.

Workstation table testing is ongoing in Spain and though some parameters have not passed, overall results are positive. Minor modifications and preparation for repeat testing are in work. NEC testing for standard coach is complete and report reviews are ongoing with FRA. Caltrans 238.111 testing is complete, and the final report is in work. The IDOT 238.111 test runs on the IDOT corridors is pending results of the 213 report discussions. Cab Car Compression Test Preparation is ongoing, and test setup is tentative for mid-November.

60 cars total are in production or have been produced at Siemens Sacramento Facility. System-level FAIs and the Complete Coach FAI are now approved for the standard coach. There are nine cars delivered to the Stockton facility. Four more CALTRANS cars are scheduled to ship on December 2nd. The third IDOT shipment occurred on September 30th and additional cars are tentatively scheduled to ship mid-November.

The project teams continue to monitor potential production and schedule impacts due to the coronavirus and are receiving frequent updates from SCOA and Siemens.

**8.
Update: Metro-North Dual Mode Locomotive Procurement – Ray Hessinger, NYSDOT:**

Ray Hessinger reported that Metro-North remains in the procurement cone of silence.

**9.
Update: Connecticut DOT Rail Car Procurement – Steve Hewitt for Marci Petterson, Conn DOT:**

Steve Hewitt reported that Connecticut DOT expected to receive proposals on Monday 11-2-20.

10.

Update: Amtrak Vehicle Procurements - George Hull:

George Hull reported:

CAF cars had 12 remaining to be finished.

The Charger locomotives are progressing on track with 12 locomotives online in production at Siemens.

The Trainsets – Amfleet replacement – continue be in negotiation with vendors and there is not much more he can add at this time.

11.

Update: Document Control Management - Tammy Krause:

Tammy Krause provided the following update for inclusion in today's (11-3-20) minutes:

I have received additional comments for the DMU Specification Revision. I will add these to the list of changes and send them to the TSC for review.

I will be holding a weekly meeting with the Technical Writer in an effort to the Trainset Specification completed and stay up to date on other issues.

We discussed the intention of Chapter 23 Customer Variables as applies to Technical changes. This is only an issue though for procurements that require the use of a PRIIA specification.

The Ownership and Acquisition document will be finished by 11/6/2020 per Camren Cordell.

I also provided a Technical Writer Scope of Work to Casamar.

Tammy raised the question of NCDOT's use of the Single Level Specification and the fact that the state intends to make changes to it. She noted that there is an urgent change process for active procurements but wanted clarification on whether NCDOT would be required to go through the NGEC process because it is using federal dollars.

Several members on the call (Ray Hessinger, Steve Hewitt, Larry Salci, Dave Warner...) responded that there is no requirement for NCDOT to go through the NGEC to make its changes because they are not using federal funds provide by ARRA. In PRIIA, any state using ARRA funds is required to use a PRIIA specification and is held to the NGEC document change procedures. States or other entities **not** using ARRA funds are encouraged and welcomed to use the NGEC specifications as a base specification. The NGEC will provide the specifications to entities upon request and only ask that, once the award has been given, the entity provide the NGEC with documentation on changes they have made. The NGEC would then review the changes, using the NGEC process, and determine whether or not they would improve the specification and, if compliant with the NGEC requirements document, they should be incorporated into the NGEC specification going forward.

Many entities (VIA Rail, Amtrak, Brightline, Metro-North, NCDOT, Connecticut DOT...) have used the NGEC specifications as a base line and have made changes that apply to their specific needs. The NGEC is pleased to have its specifications used – even if only as a base line – as it will promote standardization and result in reduced costs and a rebuilding of the rail manufacturing and supply industry in the US – all goals of the NGEC. Changes made, may improve the specifications, and that would be of benefit to future procurements.

NCDOT (Jon Dees) agreed, that once complete, they will come back to the NGEC Executive Board to talk about "what we have done". Jon also noted that the is a small procurement, and the changes they were looking to make were meant to reduce some of the options contained in the specification. Their intent is to simplify the specification by reducing down some of the options.

12.

Update/resolution of and industry member's concerns over Email addresses posted on the website – Steve Hewitt:

On 10-20-20, the NGEC Executive Board referred this matter to the Technical subcommittee to determine what industry members as a whole would prefer. On 10-29-20, on its bi-weekly web/conference, the Technical subcommittee industry members were asked if they had issues with their email addresses being posted on the website. The response was unanimous by those who responded that they had no issues. Ultimately it was decided that the email addresses will be posted for all members until or unless a member requests that his or her email address be removed. The address of the member who raised the concern will be removed from the website posting.

**13.
NGEC 11th Annual Meeting – 2021 – Steve Hewitt/Ray Hessinger:**

Ray Hessinger reported that with AASHTO having decided not to hold the Council on Rail Transportation (CORT) in-person meeting in February – it will be a virtual meeting. This, in turn, means that the other organizations that have always held their meetings in coordination with AASHTO during the same week and at the same location, will now also hold virtual meetings. This would include SPRC, SAIPRC and the NGECC.

Chairman Hessinger tasked Steve Hewitt with taking a look at the calendar and proposing a date and time for the NGECC meeting to occur. He also noted that the NGECC will have a little more flexibility because it will not necessarily be tied to the dates and times of the other organizations. Steve Hewitt will coordinate with SPRC and CORT and SAIPRC to determine a date and time for the NGECC.

Steve Hewitt added that he will also begin to prepare a DRAFT agenda for the Chair's review in the near future.

**14.
Other:**

With no other business forthcoming, Chairman Hessinger adjourned today's meeting (11-3-20) at around 12:15pm Eastern.

The next conference call will be 11-17-20

Decisions/Action Items

Update – Multi-State Rail Car Procurement as of 11-3-20:

Design review for the standard coach is complete. The Cab Car structure FDR is complete and the structural test plans have been reviewed and are in revision. Reviews for Vending Cars, Cab Car Interiors, and Diagnostic Systems occurred the week of September 28. IDOT Café Car releases are ongoing. FDR Communications, Diagnostics and Interiors took place in early October. The Café Car IDR has been approved. The new emergency egress window was successfully demonstrated to FRA on September 29.

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60 cars total are in production or have been produced at Siemens Sacramento Facility. System-level FAIs and the Complete Coach FAI are now approved for the standard coach. There are nine cars delivered to the Stockton facility. Four more CALTRANS cars are scheduled to ship on December 2nd. The third IDOT shipment occurred on September 30th and additional cars are tentatively scheduled to ship Mid-November.

The project teams continue to monitor potential production and schedule impacts due to the coronavirus and are receiving frequent updates from SCOA and Siemens.

Update: Metro-North Dual Mode Locomotive Procurement as of 11-3-20:

Metro North continues to be in the "cone of silence" period while Metro-North continues reviewing proposals.

Next update – 12-1-20.

Update: Document Control Management – 11-3-20:

Tammy Krause reported on 11[-3-20:

I have received additional comments for the DMU Specification Revision. I will add these to the list of changes and send them to the TSC for review.

I will be holding a weekly meeting with the Technical Writer in an effort to the Trainset Specification completed and stay up to date on other issues.

We discussed the intention of Chapter 23 Customer Variables as applies to Technical changes. This is only an issue though for procurements that require the use of a PRIIA specification.

The Ownership and Acquisition document will be finished by 11/6/2020 per Camren Cordell.

I also provided a Technical Writer Scope of Work to Casamar.

Clarification was provided with regard to requiring states or entities to go through the NGEC DCR process. Entities are always asked to provide documentation of what changes they have made once the contract is awarded, but only those using federal funds from ARRA are required to submit those changes through the NGEC document change process.

Re-convene the NGEC DMU Specification Review Panel and next steps:

On 10-20-20, per NGEC procedures, and following the discussion (above), Chairman Hessinger re-convened the NGEC Review Panel and advised its members to review the summary of changes and those few changes to follow in preparation for the upcoming Review Panel meeting in consideration of the Review Panel Report with Recommendations.

DMU Review Panel Members:

Ray Hessinger, NYSDOT -- Chair
Jeff Gordon, FRA
Brian Beeler, for Maine DOT
Momo Tamaoki, Caltrans
Larry Salci, Technical Consultant
Tammy Krause, Document Control Manager
Steve Hewitt, NGEC Manager
Mike Kraft, Amtrak Technical Advisor/NGEC Revision Control Coordinator

As of 11-3-20, some additional changes have been brought forward through the mechanical working group. These changes should be adjudicated on the next Technical subcommittee call – 11-12-20. Once this occurs, the additional changes will be sent to technical consultant Larry Salci for inclusion in his review.

Amtrak Equipment Procurement Update – 11-3-20:

CAF cars had 12 remaining to be finished.

The Charger locomotives are progressing on track with 12 locomotives online in production at Siemens.

The Trainsets – Amfleet replacement – continue be in negotiation with vendors and there is not much more he can add at this time.

Next Update – 12-1-20

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He also described the great level of progress that has taken place, even with a tight schedule and the challenges presented by the COVID 19 pandemic.

Next Update - Either 6 months – or - during the NGEC Annual Meeting in February 2021

METRA Equipment Procurement Effort:

This item has been tabled until John Oimoen, IDOT, receives an update from his contact at METRA. He will let Steve Hewitt and Ray Hessinger know when that is, and the item will be included on the following Board agenda.

NGEC Treasurer’s Report as of 11-3-20:

Treasurer's Report – Balance/Spend rate:

Total Initial Grant Amount: \$1,250,000.
Amount Spent: \$657,849.52.
Balance remaining: \$ 592,150.48.
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Syncing all NGEC contracts/subcontracts with the grant agreement term – (Amtrak/AASHTO; AASHTO/Subcontractors):

Status on 11-3-20 on the contract extensions Amtrak/AASHTO, and AASHTO/Sub-contractors (Hewitt, Krause, Casamar):

Steve Hewitt reported that the Amtrak/AASHTO addendum which continues their contract for the life of the grant agreement extension (through 9-30-23) has been fully executed by Amtrak and AASHTO. In turn, the AASHTO/Hewitt 36-month contract extension has been fully executed and the other sub-contractor contract extensions/modifications are in process.

Strat Cavros, AASHTO, confirmed that the other contract extensions (Krause/AASHTO and Casamar/AASHTO) were in process.

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Technical subcommittee review of the Access Board Proposed Rulemaking regarding accessibility guidelines for Rail vehicles:

The intent of this effort is for states to submit their comments to the Access Board Docket on the Accessibility Requirement Guidelines Advance Notice of Proposed Rulemaking. Amtrak has submitted its comments already and will share them with the Executive Board. Once the comments have come back and there is a final Rule, the Technical subcommittee (through its technical working groups) will compare them with the NGEC specifications to ensure compliance and make any necessary changes by utilizing the NGEC DCR process.

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Next Update: as appropriate

Developing a template – TSSSA:

The Amtrak team continues to work on the development of the TSSSA primer. They are developing the verbiage after having received permission to use some of the diagrams. This effort has been put on the back burner due to other workload issues facing the same team including the California venture cars.

Next Update: As appropriate

Updates: States and Amtrak – Charger Locomotive Experience:

In-depth updates were provided during the Annual meeting and were included in the minutes. Presentations were distributed and posted to the website.

Next Update: as appropriate

Updating the NGEC two-pager:

On 11-3-20, Steve Hewitt provided a status on efforts to update the two-pager.

The subgroup met on 10-20-20 and agreed to make some changes including some of those suggested by Steve Hewitt.

The group will be meeting again in several weeks to further discuss some of the suggested edits. The intent is to have the document updated and ready for distribution by January 2021. MODOT graphics arts has agreed to, once again, format the changes and produce the two-pager and print copies as well.

Status Update – Connecticut DOT Rail Car Procurement as of 11-3-20:

Connecticut DOT was anticipating receiving proposals on 11-2-20.

Next Update: 12-1-20

Annual By-Laws Review:

On 11-3-20, Steve Hewitt reminded Executive Board members that they were provided (10-14-20) with proposed changes to the NGEC By-Laws as approved by the FASC on 10-14-20. The requirements are that the Board have those changes in writing at least 30 days prior to voting on them. It is the intent of the Chair to have the changes considered for adoption on the next NGEC Executive Board meeting to be held on 11-17-20.

Resolved: Industry member concern about Email addresses being posted on the NGEC website and being used for solicitations:

On 10-20-20, the NGEC Executive Board referred this matter to the Technical subcommittee to determine what industry members as a whole would prefer. On 10-29-20, on its bi-weekly web/conference, the Technical subcommittee industry members were asked if they had issues with their email addresses being posted on the website. The response was unanimous by those who responded that they had no issues. Ultimately it was decided that the email addresses will be posted for all members until or unless a member requests that his or her email address be removed. The address of the member who raised the concern will be removed from the website posting.

Task Complete.

NGEC 11th Annual Meeting – February 2021:

The NGEC Annual Meeting will be held virtually rather than in person.

On 11-3-20, Chairman Hessinger tasked Steve Hewitt with taking a look at the calendar and proposing a date and time for the NGEC meeting to occur. Steve Hewitt will coordinate with SPRC, CORT and SAIPRC to determine a date and time for the NGEC that will not be in conflict with their meetings.

Steve Hewitt will also begin to prepare a DRAFT agenda for the Chair's review.

S305 NGEC Executive Board Conference Call

11-3-20

11:30 AM – 12:30 PM Eastern

By computer:

<https://stephenhewitthewittconsulting.my.webex.com/meet/shewitt109>

By phone:

1-415-655-0001

Access code:

126-073-1531

Agenda

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|---|---------------|
| 1. Welcome and Open the Meeting | Ray Hessinger |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Status Review | Steve Hewitt |
| 4. Approval of Minutes from 10-20-20 conference call meeting | Ray Hessinger |
| 5. Update: Finance and Administrative subcommittee activities | |

- Treasurer's Report – Balance/Spend rate Tim Ziethen
- Status: Contract extensions Amtrak/AASHTO, and AASHTO/Sub-contractors (Hewitt, Krause, Casamar, Salci)
- 6. Next steps: Annual By-Laws Review Steve Hewitt
- 7. Update: Multi-State Car Procurement Kyle Gradinger
- 8. Update: Metro-North Dual Mode Locomotive Procurement Ray Hessinger
- 9. Update: Connecticut DOT Rail Car Procurement Steve Hewitt
- 10. Update: Amtrak Vehicle Procurements George Hull
 - Acela procurement Update
 - Charger Locomotive Procurement Update
 - Intercity Passenger Rail Vehicle Procurement Update
 -
- 11. Update: Document Control Management Tammy Krause
 - Status: DMU Specification Update
 - Updating the member list of each of the technical working groups
 - Status/Timeline Updating the DRAFT Recommended Practices Document:
 - Finalizing the Single Level Trainset Specification 305-007 Revision B:
 - Update: Working with the Electronics on Trains working group to ensure NGEC document change procedures are followed.
- 12. Update: Industry concerns- Email addresses posted on the NGEC website Steve Hewitt
- 13. NGEC 2021 11th Annual Meeting Steve/Ray
- 14. Other All

Next Meeting – 11-17-20