



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

## SECTION 305 NGEC Executive Board

MINUTES

MAY 3, 2022,

11:30 EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>George Hull Vice Chair, S305 NGEC Executive Board</i>
<b>ATTENDEES</b>	<b>Board Members:</b> <i>George Hull, Jeff Gordon, John Oimoen, Arun Rao, Amanda Martin, Jon Dees for Jason Orthner, Kyle Gradinger, Troy Hughes, Brian Beeler II, Brian Beeler II also as proxy for Ray Hessinger, Mike Jenkins, Jason Biggs</i> <b>Support Staff and Colleagues:</b> <i>Joe Paul, Tammy Krause, Larry Salci, Steve Hewitt, Strat Cavros, Rebecca Anger</i>
<b>ABSENTEES</b>	<b>Board Members:</b> <i>Ron Pate, Jason Orthner, Ray Hessinger, Tim Ziethen</i> <b>Support:</b> <i>Michael Kraft, Patrick Centolanzi, Mike Murray, Shayne Gill</i>

### DECISIONS MADE

**1.**

**Welcome – George Hull, Vice Chair, S305 NGEC Executive Board:**

In the absence of Chairman Ray Hessinger, NYSDOT, Vice Chair George Hull, Amtrak, opened the meeting and asked Steve Hewitt to call the roll.

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

Following the roll call, Steve Hewitt 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 (5-3-22).

Steve also reported that due to medical procedures, the NGEC Executive Board Chair Ray Hessinger, NYSDOT, will not be available for the Executive Board call in May 2022. He is still meeting with Steve for one-on-one discussions every other week and preparing the Board call agendas. Ray expects that he will be able to adjust the medical calendar to enable him to be available for the Executive Board calls in June and beyond.

George Hull, as available, will chair the meetings in Ray's absence.

**Industry Participation:**

Industry involvement continues to be consistent at just over two hundred participants.

**2022 NGEC two-pager Handout Flyer:**

The 2022 version of the two-page educational flyer remains available in both electronic and hard copy.

To date 125 hard copies and 450 electronic copies have been distributed.

**VIA Rail Equipment Procurement:**

On 2-25-22 – during the 12<sup>th</sup> NGEC Annual Meeting, VIA Rail provided a comprehensive update on its vehicle procurement.

---

The PowerPoint presentation was distributed and is posted to the website.

**Next Update: As Appropriate**

**CtDOT Rail Car Procurement as of 5-3-22:**

The "cone of silence" period continues.

**Next Update: As appropriate**

**4.**

**Approval of the Minutes from the 4-5-22 NGEN Executive Board Meeting:**

On a motion by John Oimoen, IDOT, and a second by Amanda Martin, Iowa DOT, the minutes from the Executive Board Meeting held on 4-5-22 were approved as submitted.

**5.**

**FASC Update – Brian Beeler II for Tim Ziethen:**

Brian Beeler II, First Vice Chair, FASC briefly summarized the last FASC meeting – 4-27-22 - and asked Steve Hewitt to provide context and status on key items discussed:

**Status: SOW for an NGEN website Refresh – Steve Hewitt:**

The DRAFT SOW has been sent out to all Board members with the meeting agenda. The DRAFT has been circulating for well over a month and has had several iterations. The only comments provided were those from Ray Hessinger and Jeff Gordon, FRA. The version distributed to the Board members in advance of this call reflects the discussion that took place on the 4-27-22 FASC call, and additional discussions Steve Hewitt had with Ray Hessinger on their bi-weekly One-On-One call held on 4-29-22. (note- Tim Ziethen was not on the call – and has not yet been able to comment on any of the versions of the DRAFT SOW).

Ray Hessinger stated on the FASC call and on the One-On-One call with Steve that he believes the DRAFT needs input from AASHTO and would like to ask that they review it and that the AASHTO web group meet with Steve Hewitt and Ray Hessinger to discuss it and answer some of the questions annotated in the current draft in highlights.

Rebecca Anger, AASHTO was on the FASC call (as was Shayne Gill) and agreed to set up a call with Steve Hewitt on the SOW.

On 4-29-22 Rebecca contacted Steve Hewitt to give him the following update:

*I have been in touch with our IT team. Our lead staff for website work, David Dubov-Flinn, is out of the office through next Friday (5-6-22), and I was told we will need to wait until he is back to have a conversation on the NGEN SOW. My thought is to get in touch with him on May 9 about NGEN's needs and look to schedule an initial meeting with him sometime that week, to include AASHTO staff, you, and Ray.*

*If that works for your end, then I will be in touch as soon as able the week of May 9.*

This is where it all stands for now. Once we meet with AASHTO, we will try to get it finalized and moved forward if the Board does not object.

This is one of the Chair's top priorities.

**Status: Developing a CRISI Application – Steve Hewitt:**

The FASC met on 4-27-22 and are awaiting an update from Tim Ziethen who has been out for the last few weeks. His last update was to this body on 4-5-22 and is included in these minutes:

*Tim Ziethen reported that he has had two calls with the Amtrak Grants Officer. The FRA has not yet released the details for this round, and likely will not for a couple of months. In the meantime, Amtrak Grants and Tim are looking at last year's process, and Tim is waiting for internal confirmation as to whether he can distribute a copy or parts of a copy of an Amtrak submittal from last year to use as an example.*

*Tim noted that they (Tim and Amtrak Grants Officer) believe it is an appropriate application and process for those*

---

*funds (CRISI) based on successful Grant applications from last year's program.*

*Tim noted that since it is a couple of months away before we will see the details, timing is a concern. The program will be highly competitive, and the NGEC has a short window with its existing funds. Therefore, he has asked the Amtrak Grants Office to consider other potential funding opportunities and he asks that FRA also consider other avenues or vehicles – even if only short-term pending the timing of a CRISI Grant.*

**Status: Exploring Other Funding Options –Arun Rao:**

Arun Rao reported that on behalf of the States for Passenger Rail Coalition (SPRC) he submitted testimony to the Senate Appropriations THUD subcommittee for its Hearing held on 4-28-22. The testimony covered key programs of importance to the SPRC members including a request for an appropriation for the NGEC. Arun also sent a letter that mirrored his testimony to the House Appropriations THUD subcommittee on behalf of SPRC – both were submitted on 4-26-22.

Arun added that he believes that, while CRISI is one way to go, it is complex, and the timing for getting the grant approved before the current funding runs out (shortly after 9-30-23) will be difficult.

**Status FFY2022 Second Quarter Grant Progress Report – Steve Hewitt:**

The 2<sup>nd</sup> Quarter FFY 2022 NGEC Grant Progress Report to FRA was completed by Steve Hewitt and Nabina Mganga, FRA; and submitted to FRA on time.

The Final version of the report will be sent to Board members following this call (5-2-22).

The next report is due to FRA by 8-31-22.

**6.**

**Overview/Summary of Ray Hessinger's One on One call with Paul Nissenbaum, FRA – Steve Hewitt for Ray Hessinger:**

In Ray's absence, Steve Hewitt read from the DRAFT minutes of the last FASC call in which Ray Hessinger summarized a recent one-on-one call he had with Paul Nissenbaum, FRA: Steve will attach the full verbatim set of notes to the minutes of this call. Below is the summarization as described in the FASC Draft minutes from 4-27-22:

*Ray reported that he had a recent one on one call with Paul Nissenbaum, FRA. The direction suggested by Paul was for the NGEC to seek funding through a CRISI grant and he was pleased to know that the NGEC was already beginning that process. He was equally pleased that Amtrak will be the applicant. He is happy to have the NHEC looking ahead and continuing its work. He noted that it is important for the NGEC to apply for a CRISI fund even if it is not ultimately successful in receiving the grant. The fact that the NGEC submitted an application could open doors for the FRA to find other opportunities for funding it.*

*Paul provided some suggested some things to include in the app to make it more compelling. Some of the items to include are; energy efficiency, climate, and workforce development. On workforce development he suggested an expansion into the academic word at the university level and named a few that would be good places to start such as Illinois and Penn State. He added that other minority institutions and historically Black colleges as potential opportunities.*

*Paul also noted that he did not expect that there will be many changes to the CRISI program for this round, so if the NGEC were prepared in advance by going off the last round process it would put itself in a good position.*

*Pau also mentioned that the amount of funding the NGEC would be requesting would be very small in terms of CRISI and as Ray commented it would be basically "a rounding error" if looking at the total amount of dollars available and this would also be an advantage for the NGEC's application.*

*Again, Paul added that even if unsuccessful, the NGEC having documented the need for funding could open the door for another funding source.*

*Overall, Ray felt the discussion was a productive one.*

**7.**

**Multi-State Rail Car Procurement – Kyle Gradinger, Caltrans:**

Kyle Gradinger, Caltrans, provided the following update for inclusion in the minutes (5-3-22):

---

*The Cab Carshell final design has been approved and the cab cars are in production. Remaining Cab Car FDRs are in the final submittal and review stage. Cab Car Safety Appliance documents have been sent to the FRA for review, and the Cab Car Clearance information has been approved by Amtrak. IDOT Café Car FDRs are in the closure stage and Galley open items are being addressed.*

*The Cab Car Collision and Corner Post Appendix F testing is complete, and the test report is in review with FRA and the states. The revised cab car Compression test report is also in review. Cab Locking Luggage tower FAI will occur in May.*

*107 cars are in production or have been produced at Siemens Sacramento Facility. Revenue Service relevant FMIs are in progress and open items related to Conditional Acceptance are being addressed.*

**8.  
Update: Amtrak Vehicle Procurements – George Hull, Amtrak:**

George Hull provided the following update on 5-3-22:

On the Acela: It is on track for Fall of 2023. There have been some delay and Amtrak is working with Alstom on those issues.

On the Charger Locomotive: The procurement is progressing well. There are a few issues with the ATC software that are being addressed. Still, they continue to move forward. There are currently 4 locomotives in service on the Empire Builder Service.

On the ICT: It is moving along well in Design Review and later this week there will be a soft mockup presented in Philadelphia.

**9.  
Update: Metro-North Dual Mode Locomotive Procurement – Steve Hewitt for Ray Hessinger:**

Steve Hewitt reported that Preliminary Design Review continues. There are 27 completed items and about 7 open items.

**10.  
Update: Document Control Management – Tammy Krause:**

Tammy Krause provided the following update for inclusion in today's minutes (5-3-22):

*I met with the Technical Writer this week and she had completed everything except the Table of Contents on the DMU and she was working on it yesterday (5-2-22).*

*The Materials Working Group met last week (week of 4-25-22), and Michael Gill of SNC-Lavalin /Atkins is going to be the group leader. The WG has decided to start with the single level specification. The next meeting is May 11 at 11:00am and they are going to start reviewing Chapter 4, Carbody.*

*The Electronics on Trains Working Group has selected Ken Martin of Sharma & Associates to replace Dave Brabb as the group leader. They are meeting today (5-3-22) at 3:00pm.*

*The bi-level DCRs based upon existing updates to the other PRIIA specifications are being done by me. I am using the new DCR form. I hope that the EB approves the new form today. I have not received any DCRs on the Bilevel yet but Hopefully after the new form is sent out I will. If I do not get comments, I would like to suggest having some conference calls about each major subject. I hope that I can get people to call in and discuss their proposed changes, and I can fill out the DCRs for them.*

This led the meeting to agenda item 11.

**11.  
Overview of DCR update revisions and revisions to 305-100 document to provide the Document Control Manager with the ability to make simple administrative changes (ie: update review committee members) without a formal DCR each time – Tammy Krause:**

Tammy and Steve Hewitt explained the issue and what was trying to be achieved, as well as what action was needed by the Executive Board.

A brief discussion clarifying what was being asked took place and Tammy Krause also put the new form on the screen for all to see.

With no further discussion forthcoming George Hull called for a motion and a second.

Brian Beeler II, for Maine DOT, offered a motion to approve the new DCR form and to allow it to replace the old form on PRIIA document 305-100 and further to allow the Document Control Manager the ability to update the review committee members listed on 305-100 as they change to keep the document up to date at all times without going through the DCR process. The motion was seconded by both Troy Hughes, MODOT, and Kyle Grading, Caltrans.

George Hull asked if there were any further discussion.

Hearing none, he asked if anyone opposed the motion.

Hearing no opposition, George Hull determined that consensus had been achieved (per NGECE By-Laws) and the motion is approved.

Tammy Krause will make the appropriate updates to PRIIA document 305-100 and will formally begin using the new DCR form.

**12.**

**Upcoming Meeting Schedule – Steve Hewitt:**

Steve Hewitt reported that he and Chairman Hessinger talked about the May schedule and determined that the call scheduled for 5-31-22 should be canceled. The call would be the 3<sup>rd</sup> in May and is coming on the heels of the Memorial weekend with several members taking time off.

George Hull asked if anyone objected to canceling the 5-31-22 Executive Board call. With no objections the call is canceled.

Steve Hewitt will send a cancellation notice to calendars and an email reminder.

**13.**

**Other – all:**

With no other business forthcoming, George Hull adjourned the meeting at 12:01pm Eastern.

**Next meeting – 5-17-22**

**Decisions/Action Items**

**Treasurer's Report:**

On 4-5-22, Tim Ziethen provided the following update:

Balance/ Spend Rate:

Total Initial Grant Amount: \$1,250,000.  
Amount Spent through January: \$912,469.91  
Balance remaining: \$ 337,530  
Current Spend Rate per month (as info and used in calculating): \$14,257  
Estimated Balance at the end of the Extension Period (Contingency): \$52,000

**No update provided on 5-3-22**

**2022 NGECE Backgrounder educational document:**

The 2022 version of the two-page educational flyer remains available in both electronic and hard copy.

To date 125 hard copies and 450 electronic copies have been distributed.

**NGECE Website Refresh as of 5-3-22:**

The DRAFT SOW has been sent out to all Board members with the meeting agenda. The DRAFT has been circulating for well over a month and has had several iterations. The only comments provided were those from Ray Hessinger and Jeff

---

Gordon, FRA. The version distributed to the Board members in advance of this call reflects the discussion that took place on the 4-27-22 FASC call, and additional discussions Steve Hewitt had with Ray Hessinger on their bi-weekly One-On-One call held on 4-29-22. (note- Tim Ziethen was not on the call – and has not yet been able to comment on any of the versions of the DRAFT SOW).

Ray Hessinger stated on the FASC call and on the One-On-One call with Steve that he believes the DRAFT needs input from AASHTO and would like to ask that they review it and that the AASHTO web group meet with Steve Hewitt and Ray Hessinger to discuss it and answer some of the questions annotated in the current draft in highlights.

Rebecca Anger, AASHTO is working on arranging a call with the AASHTO group and Steve Hewitt and Ray Hessinger – sometime after May 9<sup>th</sup>. Rebecca will follow up with Steve Hewitt to set up a date and time.

**Update – Multi-State Rail Car Procurement as of 5-3-22:**

Kyle Gradinger, Caltrans, provided the following update for inclusion in the minutes (5-3-22):

*The Cab Car shell final design has been approved and the cab cars are in production. Remaining Cab Car FDRs are in the final submittal and review stage. Cab Car Safety Appliance documents have been sent to the FRA for review, and the Cab Car Clearance information has been approved by Amtrak. IDOT Café Car FDRs are in the closure stage and Galley open items are being addressed.*

*The Cab Car Collision and Corner Post Appendix F testing is complete, and the test report is in review with FRA and the states. The revised cab car Compression test report is also in review. Cab Locking Luggage tower FAI will occur in May.*

*107 cars are in production or have been produced at Siemens Sacramento Facility. Revenue Service relevant FMIs are in progress and open items related to Conditional Acceptance are being addressed.*

**Status: – Connecticut DOT Rail Car Procurement as of 5-3-22:**

This procurement continues to be in the “cone of silence” phase.

**Next Update – as appropriate**

**Metro-North Dual Mode Locomotive Equipment as of 5-3-22:**

As of 5-3-22, Metro-North and Siemens are still in the Preliminary Design Review phase. They have closed 27 items and have 7 items open.

**Next Update: 6-14-22**

**Update: Amtrak Vehicle Procurements as of 5-3-22:**

George Hull provided the following update on 5-3-22:

On the Acela: It is on track for Fall of 2023. There have been some delay and Amtrak is working with Alstom on those issues.

On the Charger Locomotive: The procurement is progressing well. There are a few issues with the ATC software that are being addressed. Still, they continue to move forward. There are currently 4 locomotives in service on the Empire Builder Service.

On the ICT: It is moving along well in Design Review and later this week there will be a soft mock-up presented in Philadelphia.

**Next Update: 6-14-22**

**Update: Document Control Management as of 5-3-22:**

Tammy Krause provided the following update for inclusion in today’s minutes (5-3-22):

*I met with the Technical Writer this week and she had completed everything except the Table of Contents on the DMU and she was working on it yesterday (5-2-22).*

*The Materials Working Group met last week (week of 4-25-22), and Michael Gill of SNC-Lavalin /Atkins is going to be the group leader. The WG has decided to start with the single level specification. The next meeting is May 11 at 11:00am*

---

and they are going to start reviewing Chapter 4, Carbody.

The Electronics on Trains Working Group has selected Ken Martin of Sharma & Associates to replace Dave Brabb as the group leader. They are meeting today (5-3-22) at 3:00pm.

The bi-level DCRs based upon existing updates to the other PRIIA specifications are being done by me. I am using the new DCR form. I hope that the EB approves the new form today. I have not received any DCRs on the Bilevel yet but Hopefully after the new form is sent out I will. If I do not get comments, I would like to suggest having some conference calls about each major subject. I hope that I can get people to call in and discuss their proposed changes, and I can fill out the DCRs for them.

**Adoption of the DCR to update the DCR form and add it to PRIIA Document 305-100 replacing the current version and providing the Document Control Manager with the ability to update the review committees' members list as changes occur without going through the DCR process:**

A brief discussion clarifying what was being asked took place and Tammy Krause also put the new form on the screen for all to see.

With no further discussion forthcoming George Hull called for a motion and a second.

**Action/Decision:**

Brian Beeler II, for Maine DOT, offered a motion to approve the new DCR form and to allow it to replace the old form on PRIIA document 305-100 and further to allow the Document Control Manager the ability to update the review committee members listed on 305-100 as they change to keep the document up to date at all times without going through the DCR process. The motion was seconded by both Troy Hughes, MODOT, and Kyle Gradinger, Caltrans.

With no one opposing the motion, George Hull determined that consensus had been achieved (per NGEN By-Laws) and the motion is approved.

Tammy Krause will make the appropriate updates to PRIIA document 305-100 and will formally begin using the new DCR form.

**VIA Rail Equipment Procurement:**

On 2-25-22 – during the 12<sup>th</sup> NGEN Annual Meeting, VIA Rail provided a comprehensive update on its vehicle procurement.

The PowerPoint presentation was distributed and is posted to the website.

Following the meeting, Steve Hewitt received an email from Joe DiLiello, VIA Rail thanking him for the invitation to VIA Rail. Although Joe and his colleagues participated virtually, he said it was a great meeting – it had good flow, was timely and all presentations were informative and well done.

**Next Update: As Appropriate**

**Exploring/confirming funding options beyond 9-30-2023:**

One of the critical action items coming out of the Annual Meeting was the need to seek a source of funding. To date, the FRA has not responded to the NGEN's request for funding out of the FRA budget or any other potential pocket of money.

**Status: Developing a CRISI Application as of 5-3-22:**

The FASC met on 4-27-22 and are awaiting an update from Tim Ziethen who has been out for the last few weeks. His last update was to this body on 4-5-22 and is included in these minutes:

*Tim Ziethen reported that he has had two calls with the Amtrak Grants Officer. The FRA has not yet released the details for this round, and likely will not for a couple of months. In the meantime, Amtrak Grants and Tim are looking at last year's process, and Tim is waiting for internal confirmation as to whether he can distribute a copy or parts of a copy of an Amtrak submittal from last year to use as an example.*

*Tim noted that they (Tim and Amtrak Grants Officer) believe it is an appropriate application and process for those funds (CRISI) based on successful Grant applications from last year's program.*

---

*Tim noted that since it is a couple of months away before we will see the details, timing is a concern. The program will be highly competitive, and the NGECC has a short window with its existing funds. Therefore, he has asked the Amtrak Grants Office to consider other potential funding opportunities and he asks that FRA also consider other avenues or vehicles – even if only short-term pending the timing of a CRISI Grant.*

**Status: Exploring Other Funding Options:**

On 5-3-22, Arun Rao reported that, on behalf of the States for Passenger Rail Coalition (SPRC), he submitted testimony to the Senate Appropriations THUD subcommittee for its Hearing held on 4-28-22. The testimony covered key programs of importance to the SPRC members including a request for an appropriation for the NGECC. Arun also sent a letter that mirrored his testimony to the House Appropriations THUD subcommittee on behalf of SPRC – both were submitted on 4-26-22.

Arun added that he believes that, while CRISI is one way to go, it is complex, and the timing for getting the grant approved before the current funding runs out (shortly after 9-30-23) will be difficult.

**Updates: States and Amtrak – Charger Locomotive Experience:**

In-depth updates were provided during the Annual Meeting and were included in the minutes.

The presentations were distributed and posted to the website.

**Next Update: as appropriate**

**2022 Priorities:**

Review/Update the Bi-level specification currently in Revision C.4. With Amtrak looking at using some of the funding from the new IIJA for its western fleet, it makes sense for the NGECC to review and update the Bi-Level car specification.

**Action as of 5-3-22:** Bi-Level Car Specification Review/Update is underway. A new DCR form has been adopted and will improve the process.

Review the car body materials issue from a broader perspective for all NGECC equipment not only DMUs. Ray would like to take a look at developing a consistent approach for all of the NGECC vehicle specifications.

**Action as of 5-3-22:** A Carbody Materials Working Group has been established, has named a team leader, and had its first meeting.

Review “emerging technologies”: On the last technical subcommittee call (12-9-21) the topic of emerging technologies for propulsion was raised. Ray believes that the technical subcommittee should conduct a scan of the industry regarding emerging technologies for propulsion and how they relate to the NGECC.

**Action as of 5-3-22:** Dave Warner gave a zero emissions presentation during the Annual Meeting and followed that up with a presentation to the Executive Board on APTA’s effort to develop Alternate Fuel Safety Standards

Review and consider using the Metro-North Dual Mode Locomotive Specification organizational changes to determine if they should be adopted by the NGECC and applied across the board to all NGECC specifications. This would be an administrative change not impacting technical content of any of the specifications and could be resolved by the Executive Board.

**Action as of 5-3-22** -This is included in the DCM action Plan and will likely follow the Bi-Level Car Specification update.

Review/update NGECC Reference and Drawings series 305-900 and 305-800.

**Action as of 5-3-22:** This item is on the DCM action plan for 2022 – no activity to date.

**Scheduling Decision:**

The Executive Board call scheduled for 5-31-22 is canceled. Steve Hewitt will send a cancellation notice to all calendars – members should remove the appointment. Steve will also send an email reminder of the cancellation.



---

## NGEC Executive Board Meeting

5-3-22

11:30 AM – 12:30 Noon Eastern

By computer:

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

By phone:

1-415-655-0001

Access code:

126-073-1531

### Agenda

- |  |                                |
|--|--------------------------------|
| 1. Welcome and Open the Meeting  | George Hull                    |
| 2. Roll Call   | Steve Hewitt                   |
| 3. Action Items Status Review  | Steve Hewitt                   |
| 4. Approval of Minutes from 4-5-22   | George Hull                    |
| 5. FASC Update<br>Status: SOW for website Refresh<br>Status: Developing a CRISI Application<br>Status: Exploring other funding options<br>Status FFY2022 Quarterly Grant Progress Report to FRA  | Brian Beeler II                |
| 6. Overview/Summary of Ray Hessinger One on one with Paul Nissenbaum   | Steve Hewitt for Ray Hessinger |
| 7. Update – Multi-state Rail Car procurement   | Kyle Gradinger                 |
| 8. Update – Amtrak Vehicle Procurements  | George Hull                    |
| 9. Update: Metro-North Dual Mode Locomotive Procurement  | Steve Hewitt                   |
| 10. Update: Document Control<br><ul style="list-style-type: none"><li>- DMU Technical Writing status</li><li>- Bi-Level Specification</li><li>- Status: Carbody Material Working Group</li></ul> | Tammy Krause                   |
| 11. Overview DCR update and Revisions to the 305-100 document<br>and providing the Document Control Manager to make simple administrative updates  | Tammy Krause                   |
| 12. Upcoming meeting Schedule  | Steve Hewitt                   |
| 13. Other  | All                            |
| 14. Adjourn  | George Hull                    |

**Next Meeting – 5-17-22**