

# SECTION 305 NGEC Executive Board

MINUTES

AUGUST 28, 2018

11:30 EASTERN

CONFERENCE CALL

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

## DECISIONS MADE

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

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

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

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

### 3. Action items Review – Steve Hewitt:

Steve Hewitt noted that most open action items are covered under the agenda. Those that are not, will be on the agenda for the next call – 9-25-18.

The status of all open action items as of 8-14-18 can be found below:

#### Action Items Status’ as of 8-14-18

#### Update – Multi-State Rail Car Procurement – Kyle Gradinger, Caltrans as of 8-14-18:

- All submitted standard coach DCRs have been approved by the NGEC Technical Subcommittee
- Three critical cab car DCRs were submitted to NGEC on 7/30. The three are: Car Length Over Couplers, Carbody/Cab Construction and Cab Car Floor Height Transition
- Final Design Review Sessions for standard coach concluded last week (August 7) in Chicago with FDR for H-Coupler, IDOT Diaphragm, IDOT End Doors, Interiors, Wheelchair Lift and Trap Door. There are still open items that need to be addressed and closed before we can approve FDR.
- Dynamic testing discussions occurred August 7 & 8 in Chicago with a technical discussion session on 8/7 including Amtrak and FRA and a commercial & insurance discussion on 8/8. Many action items were identified, and Caltrans, IDOT, Amtrak and FRA will continue ongoing discussions to resolve all issues identified at the meetings.
- Preliminary Design Review for the Café car commences week of September 10 in Sacramento with a full PDR session for the Galley Equipment. Following will be an overview of the adapted systems changes from standard coach to café coach.
- System-level FDR approvals of the Carbody & Clearance, Water & Waste, HVAC and Brakes have been provided to SCOA/Siemens with Caltrans submittals to FRA and Amtrak to follow in the coming weeks. Approvals of additional systems on the standard coach are expected soon.
- The first 5 carshells are in production at Siemens Sacramento Facility with carshell #1 in the final stages of integration and welding. The expansion of the Sacramento production facility is in process and on target for a November completion.

Agenda item 7

#### The Charger - Diesel-Electric Locomotive and Mid-West Section 6 Plan Update:

Nothing new to report on 8-14-18

**Metro North Dual Mode Locomotive Procurement 8-14-18:**

Metro North received an approval from the MTA Board to advertise for the Dual Mode Locomotive. The advertisement will go out around mid-August to early September. The technical specification has been wrapped up and there are no more changes to be made prior to the release of the RFP.

Ray added that the Metro-North specification was compared with the Amtrak specification included in its RFP. There are some differences with the most significant being weight limits (this has to do with the capacity of the Park Avenue Viaduct which limits the weight). All other differences between the two specs is resolvable.

Agenda item 8

**Treasurer/Grant related Status Updates/Action items - Tim Ziethen, Amtrak as of 8-14-18:**

**Due to Tim Ziethen being unavailable for the call (8-14-18) nothing new was reported and these items are carried forward until the next call (8-28-18).**

a. Status of Revised SOW:

Tim Ziethen reported that Amtrak Grants office informed him that the Grant Amendment Request (GAR) and the revised Statement of Work (SOW) have been sent to FRA after addressing comments received previously from FRA. Amtrak is now waiting for FRA's response – additional comments or approval of the submittal.

b. 12 Month No-cost grant agreement extension – confirming eligibility:

Tim clarified that, as a part of the GAR is an option for a 12 month no-cost extension. Amtrak, in submitting the GAR, and the revised SOW checked the box requesting the 12-month extension. If the GAR is and the revised SOW is approved, the extension will be a part of the approved SOW. No further action needed. Should be required by the NGEN Executive Board.

Beth Nachreiner, FRA, agreed to check with the FRA Grants office to see if the submittal was received and what the status is. Beth will communicate with Tim Ziethen to confirm if it has been received or not, and/or let him know the status.

c. NGEN Audit – Two or One?:

This is still under discussion between FRA and Amtrak as to whether it is necessary or would be duplicative.

Beth Nachreiner explained that she had been alerted by FRA Grants about the inclusion of an audit in the NGEN SOW and wondered if it was something that the NGEN felt was necessary or if the fact that all Amtrak Grants are covered by the single audit process. This process would not provide a deep analysis of the 305 (NGEN) Grant – it would be very broad as it would be a part of a single audit of all Amtrak Grants – and it is up to the NGEN Executive Board to determine if it feels it should also have a program audit performed.

Eric Curtit, Chairman of the NGEN Executive Board, asked "are we required to undergo a program audit?"

Beth replied that she does not know for sure. Beth asked if an audit would be conducted by AASHTO.

Strat Cavros responded that since the NGEN "is not an entity upon itself, Amtrak conducts an audit of its own books, and it would not be incumbent upon us (AASHTO) to conduct an audit on ourselves."

Tim Ziethen explained that the last audit that the NGEN contracted for was conducted by Amtrak's OIG. The OIG or an outside auditor could do any future audits. Two are budgeted for in the SOW. Tim also noted that, "assuming the 12-month extension, if we go forward to do the 2 audits, we would do one at the end of this year and one at the end of the grant". The question is do we do 2 or 1 or none, because it is addressed by the single audit process.

Eric Curtit commented "we need to do what is required by the law...since Amtrak does the draw-down and management of the Grant, whatever Amtrak's requirements are is what we should do." He added, "I never want to ask for an audit that is not necessary...I would defer to Amtrak to see what we need to do to comply with the law."

Beth Nachreiner said that she would pose the question to FRA.

Tim noted that his instinct is that Amtrak will agree that 305 is a part of the single audit provision.

Eric noted that he is fine "as long as the single audit process fulfills the requirement."

Beth will check with FRA and let Steve Hewitt know what the recommendation or confirmation is from FRA so that he can inform the Board without having to wait until the next call (7-31-18).

d. NGEN Budget Balance:

Tim Ziethen reported that the total spent under the current Grant is \$224,000 and the Plan amount is \$1,250,000. This leaves a balance of approximately \$1,026,000.00. Tim will provide an exact "to the penny" amount and provide it to Steve Hewitt for dissemination to the Board.

e. Status: April-June 2017 AASHTO Invoice:

Tim reported that he has asked Amtrak's Accounting office to provide him with the cancelled check for the invoice noted above. Tim has confirmed that Amtrak records show the invoice was paid, but the funds transfer has not been confirmed. Once Tim has the answer, he will send the information to Strat Cavros, AASHTO, and cc Steve Hewitt and Eric Curtit.

f. Requesting submittal of invoices monthly rather than quarterly:

Tim Ziethen raised the issue of requesting that AASHTO submit its invoices monthly, if possible, as the quarterly submittals are unwieldy and can cause delays in processing. A month to month basis would make the process simpler and more efficient.

Strat Cavros, AASHTO, noted that, while it is not AASHTO's normal process to submit monthly invoices, it is understandable, and they could possibly make an exception for Amtrak. Strat and Tim will talk off-line to see if this would work, or if another solution may make the processing of three months of invoices more manageable.

Agenda items 5 a thru e

**Document Control Update – 8-14-18:**

*The Single Level Specification Revision B.1 is listed on the AASHTO NGEN website with a link to request a copy.*

*Three new DCRs for the Single Level Specification have been received and are currently in process.*

Agenda item 9

**Acquisition and Ownership Best Practices Working Group 8-14-18:**

Ongoing Actions:

Team Leaders will continue to work on their section DRAFTS between now and the next call.

DRAFTS should be distributed for working group members to review and comment on (in track changes) in advance of the next call.

Each Team leader will be asked to provide a status update on their progress on the next call – 7-26-18.

The Working Group has established a call schedule – it will meet every 4 weeks on Thursdays at 4:00PM Eastern.

Steve Hewitt will send Jeff the meeting schedule and all background materials. The next call is 7-26-18 – 4:00pm Eastern.

Next call – 9-6-18

Next Update to the Board: 9-25-18

**Amtrak Locomotive Procurement – 8-14-18:**

On 8-14-18, Charlie King provided a high-level overview of the RFP that is on the streets for power and cited some of the differences between the PRIIA specification and that of Amtrak. Amtrak began with the PRIIA spec as its baseline and added some items based on its needs.

Some of those differences/changes include: Amtrak speed is 110mph vs PRIIA "up to" 125mph; 1000 KW HEP system vs PRIIA's 600 KW Amtrak is calling for a 2,200-gallon fuel tank – to PRIIA's call for 1,800 to 2,200 gallons; and the maximum length for Amtrak is 85 feet vs 72 feet called for in the PRIIA spec. There are other items such as those pertaining to advanced analytics and safety options especially in areas where there will be no PTC, and other safety measures will be required.

Charlie also noted that the questions and comments on the RFP have slowed down with about 4 or 5 manufacturers likely formulating their proposals for next month.

As for the RFI for cars, Charlie reported that 8 builders have come to Amtrak for interviews. Three states have been represented on those calls (IDOT, NYSDOT and Caltrans) as part of the team listening in. They provide questions to Amtrak to take to the builders. Data gathering will likely continue until October with an RFP thereafter.

#### **Next Update – 9-25-18**

#### **4.**

##### **Approval of the Minutes from the 7-17-18 and 8-14-18 Conference Call Meetings – Eric Curtit:**

Due to the lack of a quorum on 8-14-18, approval of the minutes from 7-17-18 was tabled until this call. Today (8-28-18) Chairman Curtit entertained a motion to approve the minutes from both 7-17-18 and 8-14-18.

A motion was offered by John Bell, NYSDOT and was seconded by Michael Lestingi, FRA. With a quorum having been established and no objections or exceptions noted, Chairman Curtit determined that consensus had been achieved and both sets of minutes (7-17-18 and 8-14-18) are approved.

#### **5.**

##### **Treasurer/Grant related Status Updates - Tim Ziethen, Amtrak:**

- a. Status of Revised Statement of Work (SOW)/Grant Amendment Request (GARF) submittal including the 12 Month No-cost grant agreement extension and decision on one or two audits:

Tim Ziethen reported that he has received verbal approval on the revised SOW and the GARF including the approval of a 12 month no-cost grant agreement extension (through 9-30-2020) and the elimination of the "extra" audit. The NGEK grant will be included as a part of the larger "single audit" process.

Michael Lestingi, FRA, confirmed Tim Ziethen's understanding.

Steve Hewitt asked Tim Ziethen to provide him with a copy of the executed agreement once he has received it. Tim agreed to do so.

Steve asked FRA if they knew when the agreement would be executed. Beth Nachreiner, FRA, agreed to check with the grants office and let Steve know.

- b. NGEK Budget Balance – expenditures to date, current balance:

The full Grant amount: \$1,250,000.00  
Current Balance \$1,018,811.00  
Spent to date: \$231, 189.25

Tim will provide a brief report on this to Steve Hewitt.

- c. Status: April-June 2017 AASHTO Invoice:

Tim Ziethen reported that this invoice has been paid. Strat Cavros, AASHTO, confirmed the payment has been received and he has no issues.

Tim also reported that the Quarterly Grant Report to FRA was completed (quarter ending 6-30-18) and has been distributed by Steve Hewitt to all Executive Board members.

This action item is closed.

- d. Discussions with AASHTO re: potentially changing to a monthly invoice process:

Tim Ziethen reported that he is continuing towards working on a monthly invoicing process with AASHTO. A member of the Amtrak staff will be reaching out to Strat Cavros to discuss this as a possibility.

**6.  
Annual By-Law Review – Time Line - Steve Hewitt:**

In accordance with NGENC procedures, the Finance and Administrative subcommittee will conduct the annual review of the NGENC By-Laws and Operating Procedures. Steve Hewitt and Ray Hessinger have been tasked to do the initial review. They will provide recommendations for any proposed changes to the FASC, either in late September, or early October. The intent is that the FASC will provide its recommendations to the Executive Board for its consideration by the end of the year (12-31-18). Since a major revision was undertaken last year – it is not anticipated that there will be many – if any - changes recommended at this time.

**7.  
Update – Multi-State Rail Car Procurement – Steve Hewitt for Kyle Grading, Caltrans:**

Kyle Grading was going to be joining the call late, but provided the following update for inclusion in today's minutes – Steve Hewitt read it into the record in Kyle's absence (8-28-18):

- *Three critical cab car DCRs were submitted to NGENC on 7/30. The three are: Car Length Over Couplers, Carbody/Cab Construction and Cab Car Floor Height Transition*
- *Final Design Review Sessions for standard coach concluded in the week of August 7 in Chicago with FDR for H-Coupler, IDOT Diaphragm, IDOT End Doors, Interiors, Wheelchair Lift and Trap Door. There are still open items that need to be addressed and closed before we can approve FDR.*
- *Dynamic testing discussions occurred August 7 & 8 in Chicago with a technical discussion session on 8/7 including Amtrak and FRA and a commercial & insurance discussion on 8/8. Many action items were identified, and Caltrans, IDOT, Amtrak and FRA will continue ongoing discussions to resolve all issues identified at the meetings. Caltrans and IDOT will be issuing a first letter to SCOA/Siemens addressing some of our action items. The letter will most likely go out next week.*
- *Preliminary Design Review for the Café car commences week of September 10 in Sacramento with a full PDR session for the Galley Equipment. Following will be an overview of the adapted systems changes from standard coach to café coach. Amtrak Public Health team will be joining us for this meeting.*
- *System-level FDR approvals of the Carbody & Clearance, Water & Waste, HVAC and Brakes have been provided to SCOA/Siemens. Gap Filler action items have been addressed with approval to follow. Caltrans submittals to FRA for Safety Appliance and Carbody to occur in September.*
- *The first 5 carshells are in production at Siemens Sacramento Facility with carshell #1 in the final stages of integration and welding. The expansion of the Sacramento production facility is in process and on target for a November completion.*

**8.  
Update: Metro-North Dual Mode Locomotive Procurement: John Bell for Ray Hessinger:**

Ray Hessinger was unavailable for today's call, but provided the following update which John Bell read into the record:

*Metro-North released their RFP on 8/16. They have adopted a two-phased approach. Phase I involves pre-qualification of vendors. Interested vendors are required to submit documentation regarding their Vendor Responsibility, Financial Capability, Technical Capability and Experience. Phase I proposals are due 9/17. Metro-North will evaluate the proposals and short list the successful vendors. Short-listed vendors will then receive the technical RFP, including MNCR's Dual Mode specification. Metro-North has not announced a schedule for release of the Phase 2 technical RFP nor a submittal date for technical and price proposals.*

**9.  
Update: Document Control – Steve Hewitt for Tammy Krause:**

Tammy Krause was unavailable for today's call (8-28-18), but provided the following update which was read into the record by Steve Hewitt:

*The three most recent DCRs received for the single level car specification are currently with the Structural working group. I do not have a date for completion yet.*

*I have reached out to Ray Hessinger to discuss the differences between the PRIIA Dual Mode locomotive and the MNRR*

Dual Mode locomotive. I hope to generate DCRs to update the PRIIA specification to address the differences.

**10.  
Next Call – Eric Curtit:**

**The next call will take place on 9-25-18.**

Due to the AASHTO CORT meeting and the SPRC and SAIPRC meetings that same week in Miami, the NGEC Executive Board call scheduled for 9-11-18 is CANCELED. A cancellation notice will be sent out following today's call. Please remove that meeting from your calendars.

**11.  
Other:**

With no further business forthcoming today, Chairman Curtit adjourned the meeting at 11:49am Eastern.

**The next conference call is 9-25-18**

**Decisions/Action Items**

**Update – Multi-State Rail Car Procurement as of 8-28-18:**

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**The Charger - Diesel-Electric Locomotive and Mid-West Section 6 Plan Update 8-28-18:**

The Section 6 Plan has been accepted by FRA (as previously reported on 7-3-18).

No other updates reported on 8-28-18

**Metro North Dual Mode Locomotive Procurement as of 8-28-18:**

*Metro North released their RFP on 8/16. They have adopted a two-phased approach. Phase I involves pre-qualification of vendors. Interested vendors are required to submit documentation regarding their Vendor Responsibility, Financial Capability, Technical Capability and Experience. Phase I proposals are due 9/17. Metro-North will evaluate the proposals and short list the successful vendors. Short-listed vendors will then receive the technical RFP, including MINCR's Dual Mode specification. Metro-North has not announced a schedule for release of the Phase 2 technical RFP nor a submittal date for technical and price proposals.*

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- d. Discussions with AASHTO re: potentially changing to a monthly invoice process:

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Next call 9-6-18

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**Next Update – 9-25-18**

**Approval of the DRAFT minutes from 7-17-18:**

This item was tabled (due to the lack of a quorum) and will be considered for approval on 8-28-18.

Minutes approved – 8-28-18

Task Complete

**S305 NGENC Executive Board Conference Call**

**August 28, 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 7-17-18 and 8-14-18 Eric Curtit
5. Treasurer/Grant related Status Updates Tim Ziethen
  - a. Status Revised Statement of Work (SOW)/Grant Amendment Request (GARF) submittal including the 12 Month No-cost grant agreement extension and decision on one or two audits
  - b. NGENC Budget Balance – expenditures to date, current balance, spend rate
  - c. Status: April-June 2017 AASHTO Invoice
  - d. Discussions with AASHTO re: potentially changing to a monthly invoice process
  - e. Quarterly Grant Report to FRA – provided to Board members 8-22-18
6. Annual By-Law Review – Time Line Steve Hewitt
7. Update: Multi-State Car Procurement Kyle Gradinger
8. Update: Metro-North Dual Mode Locomotive Procurement Ray Hessinger
9. Update: Document Control Tammy Krause



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10. **Next Call – 9-25-18** (Due to AASHTO/SPRC/SAIPRC in Miami 0 9-11-18 call is canceled)

Steve Hewitt

11. Other

All

**Next Call -9-25-18**