

# S305 Structure and Finance Task Force

MINUTES

NOVEMBER 19,  
2012

2:30PM EDT

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Eric Curtit, Missouri DOT, Chair, Structure and Finance Task Force</i>
<b>ATTENDEES</b>	<i>Eric Curtit, Ron Pate, Darrell Smith, Chad Edison, <b>Support Staff:</b> David Ewing, Vincent Brotski, Jeff Gordon, Nico Lindenau, Ryan Swick, Ashok Sundararajan, Andy House</i>
<b>ABSENTEES</b>	<i>Tim Hoeffner, Bill Bronte, Steve Hewitt, Kevin Kesler, Leo Penne, Shayne Gill, Larry Salci, Al Ware, Michael Burshtin</i>

## DISCUSSION/DECISIONS MADE

### Roll Call – Andy House:

In the absence of Steve Hewitt, Andy House, AASHTO, took the roll of members on the call.

### Welcome – Eric Curtit:

Eric thanked all participants for taking the time to be on today's call.

### Approval of the Minutes from November 5, 2012 – Eric Curtit:

On a motion by Jeff Gordon, FRA, and a second by Ron Pate, Washington State DOT, the minutes from the November 5, 2012 SFTF call were approved without objection.

Note: Although the presence of a quorum was not established, the minutes from November 5, 2012 were approved by those on the call pending exceptions offered at a later date.

### Status Update; Section 6/fleet deployment project – Eric Curtit:

Eric Curtit reported that it has been a "slow go" in "trying to get it (the project) going". He noted that the PB project manager, Steve Noonan had provided an outline on "what they wanted to do first". Eric stated that he and Chad Edison, FRA, had reviewed the outline and found it not to be quite what or where they wanted it to be.

Eric talked to Steve Noonan (November 5, 2012) "about moving forward in the right direction." Nico Lindenau and Chad Edison also took part and said that it was "a good call" and that "all systems were a go." When asked by Darrell Smith when the first deliverable could be expected, the response was that we plan to see regular progress, and that possibly the first deliverables will be in about "3 months time."

### Review of NGEC's future and next steps – Eric Curtit:

#### A. Bill Bronte "Strawman Document"

Eric Curtit explained that the "Strawman" document was accidentally not circulated to the rest of the committee, and that he would send this out as soon as possible for everyone to review.

#### B. FRA Scope of Work for defining the NGEC's future and developing an implementation plan – Chad Edison

Based on what FRA heard in a number of different conversations, they have put together this outline that takes into consideration the vision, development of the organization model, and the implementation plan. One of the main goal of this was to show how Section 6 work fits in and how much of this can be accomplished by the time of the NGEC Annual Meeting. He also stated that it was very much focused on what people wanted to research and understand.

David Ewing noted that, as someone who had seen both the Bronte "Strawman" and the FRA Outline, that the two pieces could be melded together to form a more perfect document. He noted that "Bill's focuses on strategic goal and a vision statement, and if FRA is willing to take the things that they are less enthusiastic about with the

points in the "Strawman" that reinforce and enhance their document, that we could ultimately accelerate to the workshop stage." Chad and Nico noted that they have not had a chance to see the Bronte 'Strawman', but that they would look at it." David Ewing then stated that if they agree with his assertion, that "we should begin to get started on Phase 1."

At that point Nico Lindenau and Eric Curtit agreed that all members should review both documents and submit comments to Eric before the next call to accelerate the process. Eric stated that if he received the comments by midnight on November 28<sup>th</sup>, 2012, he would be able to have this ready for the next call on December 3<sup>rd</sup>, 2012. This was agreed to, and comments are to be submitted by that time.

**C. Planning for a facilitated workshop – Eric Curtit/Leo Penne**

**D. Status: ATF marketing piece – Al Ware/Leo Penne**

With neither Leo nor Al Ware able to participate in the call, these items were delayed for future discussion.

**Adjourn:**

With no other business to come before the task force today, the SFTF meeting was adjourned at approximately 3:05PM Eastern.

**Decisions and Action Items**

Progress continues to be made with PB regarding the Section 6/Fleet Deployment project. Deliverables may be out within 3 months.

Members will review the Bronte "Strawman" and FRA Outline and submit comments to Eric Curtit by Midnight EST on November 28, 2012. This will allow for those thoughts to be arranged for the next call on December, 3, 2012.

Next call: December 3, 2012

ATTACHMENTS



**PRIIA NGEC S305 Structure and Finance Task Force (SFTF) Conf. Call Meeting  
November 19, 2012  
2:30 - 3:30 pm Eastern  
866 299 7945 passcode 1601544#**

**Agenda**

- |   |                       |
|---|-----------------------|
| I. Welcome  | Eric Curtit           |
| II. Roll Call   | Andy House            |
| III. Approval of Minutes from November 5, 2012  | Eric Curtit           |
| IV. Status Update: Section 6/Fleet Deployment project   | Eric Curtit           |
| V. Discussion: Looking at the NGEC's Future and next steps  | Eric Curtit           |
| a. Review: Bill Bronte's Vision – "Strawman" document   | Bill Bronte           |
| b. Review: FRA's Outline for a Scope of Work for defining the NGEC's future and developing an implementation plan | Chad Edison           |
| c. Planning for a facilitated workshop - possibly in February in conjunction With the Annual meeting              | Eric Curtit/Leo Penne |
| d. Status: ATF marketing piece  | Al Ware/Leo Penne     |
| VI. Other   | All                   |

**Decisions and Action Items from November 5, 2012 - Status**

**Finalizing and clarifying the PB tasks:** Eric Curtit will get together with PB project manager, Steve Noonan to finalize an outline of the final product and what they (PB) will do to make that happen. Once finalized, the outline will be distributed to all SFTF members. **Status:** Update is an agenda item for today

**Reviewing and revising the SFTF charge:** The SFTF approved the revised charge, with amendments, on today's call. The charge will be cleaned up by Steve Hewitt with the approved amendments included, and sent to all members of the SFTF and Executive Board. The Executive Board will be asked to consider the revised SFTF charge for its approval on November 13, 2012. **Status: Task Complete**

**Defining the NGEC's Future and Develop an implementation plan:** The FRA will prepare a draft outline of the scope of work that will include a look at what can be done internally, and what needs to be done externally. This draft scope will be distributed by Steve Hewitt within a day or so of the next SFTF call (November 19, 2012).

**Keeping the Finance subcommittee in the loop on estimated costs:** As costs are identified/estimated for the task of defining the NGEC's future and developing an implementation plan; the SFTF will make sure that the Finance subcommittee is informed of those estimated costs so that it can better develop the next NGEC budget.

**Status:** Ongoing

**Finalizing and clarifying the PB tasks:** Eric Curtit will get together with PB project manager, Steve Noonan to finalize an outline of the final product and what they (PB) will do to make that happen. Once finalized, the outline will be distributed to all SFTF members. **Status: This is an agenda item for today's call.**