

S305 Structure and Finance Task Force

MINUTES

DECEMBER 17,
2012

2:30PM EDT

CONFERENCE CALL

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

DISCUSSION/DECISIONS MADE

Roll Call – Steve Hewitt:

Steve Hewitt took the roll of members on the call and at first could not confirm a quorum, but shortly after the call began, a quorum was established.

Welcome – Eric Curtit:

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

Approval of the Minutes from December 3, 2012 – Eric Curtit:

With the presence of a quorum having been established Eric Curtit asked for a motion to approve the minutes from December 3, 2012.

On a motion by Bill Bronte, Caltrans, and a second by Chad Edison, FRA, the minutes from the December 3, 2012 SFTF call were approved without objection or exception.

Review of Action Items – Steve Hewitt:

Steve Hewitt provided the following action items update:

PB will provide Eric Curtit and Chad Edison with a draft outline of Task 1 the week of December 3, 2012 **Status: Eric Curtit reported that the outline had been received – Task complete.**

PB will attend the regular SFTF conference calls to provide progress updates **Status: Ongoing – a PB progress report is on today's agenda, although, it has been postponed for today, and a general update will be provided by Eric Curtit.**

PB will develop a timeline from this point forward till February, 2013. (The Washington DC Board workshop) **Status: Eric commented that, although this was the stated action plan of PB, he is addressing it with PB to let them know he wants a full schedule with a timeline going to the end of the project, not one that works towards the February 20, 2013 workshop. He will make this clear to PB. He will ask for the entire timeline and associated deliverables.**

Eric Curtit and Chad Edison will work with PB to pull together material in advance of SFTF calls. **Status: Ongoing**

Steve Hewitt will add Steve Noonan (PB) to the SFTF meeting email list. **Status: Task complete – Steve has been sent the meeting appointments to his calendar.**

The SFTF approved the Scope of work with changes as discussed. Eric Curtit will provide the final "clean" version to Steve Hewitt for distribution to the members of the Executive Board. **Status: This task is complete – The Executive Board approved the final version of the SFTF SOW on December 11, 2012, and that version was distributed to all SFTF members on December 11, 2012.**

Note: Action item from December 11, 2012 Executive Board call: **The SFTF will begin work on the actions identified in the approved SOW, and Eric Curtit will report back to the Board on the next call on how it will be done and what the timeline will be.**

Status Update: Section 6/Fleet deployment project – Eric Curtit:

a. Progress report from PB :

Eric Curtit reported that typically PB will be on these calls and will provide an update to the SFTF members. Eric had asked them not to attend this call because he has not yet received a product from PB. Thus far only outlines of tasks 1 and 2, but "we're still waiting to see some product." Eric anticipates that by the next SFTF call there will be "an outline filled out."

Eric also emphasized that he and Chad Edison are taking a "more involved role with PB to "direct the work and ensure the product is what we need – so we don't end up going different places." His intent is to make sure that "we do not waste a lot of hours and that we maximize resources to get the most productive work out of them".

Chad Edison commented that he is "looking forward to PB fleshing out the task 1 outline."

Eric added, "our ears are perked up and we are anxious to see what they are doing." He noted that "they are at work, but we have not seen the product yet".

Beginning work on Phase 1 of developing an implementation plan for the NGECC future – Eric Curtit:

Eric Curtit reiterated what Steve Hewitt had reported in the action item overview – that the Board had approved the SOW as submitted by the SFTF and "told us to get started". Eric stated that he and Chad will be discussing phase 1 this week and will develop a timeline in the near future along with a description of "who is doing what" and what needs to or can be done internally versus externally.

Darrell Smith, Amtrak, asked "do we have internal resources for phase 1?" If not "we do have some money floating out there that could be used to bring in outside consultant services."

Eric responded that he was looking at the internal resources, but did not know yet.

Gordon Hutchinson, Amtrak, added "I am not one who likes to spend money simply because we have it...but in some cases it makes sense to hire professionals to move these items forward" and come back to the group to review their work and make the decisions. He added that it is difficult "because we do all have day jobs."

Eric agreed, and noted "we will be willing to spend money to ensure we get a good product".

Eric committed that by the next call (January 14, 2013) he and Chad Edison will have developed an outline of a "defined approach."

Chad Edison added "In phase 1 we'll get as far as we can and identify gaps where we go after professional services."

(It was decided during this discussion that the December 31, 2012 SFTF call will be canceled and the next call will take place on January 14, 2013)

Other:

Bill Bronte, Caltrans, stated that he wanted to follow up on Chad Edison's concerns raised on the last call in regard to protocols for having outside consultants (PB) on the calls when issues come up where external services may be sought (phase 2). Bill was concerned, in general, about these meetings and others such as the Board calls where certain discussions should not take place in the presence of potential bidders for consulting services. He also was concerned about PB being on the SFTF email list, for these exact reasons.

Steve Hewitt commented that he has not added Steve Noonan to the email list, so he is not sending him materials, although the minutes are posted on line and public. Steve has only provide Steve Noonan with calendar appointments for the SFTF calls, and as was apparent today, Eric Curtit will determine whether Steve Noonan or others from PB are needed on the calls or not.

Steve Hewitt also noted that "we can always go into executive session on any of these meetings when a sensitive or confidential issue is to be discussed."

Gordon Hutchinson recommended that we have a separate call in line for executive sessions.

Steve Hewitt agreed and said he would ask AASHTO to provide him with a call in number for that purpose.

Bill Bronte then asked if Steve had received any additional comments on the vision statement. Steve responded that he had not, but that the deadline was set for December 21, 2012, so there is still time left.

David Ewing asked Chad Edison to clarify what he meant when he stated earlier that existing material will be used to formulate the phase 1 outline. David was looking for a "definition of using existing material".

Chad explained that "if there has been work done in the Amtrak Fleet Plans or in existing NGEC material, etc. we will identify that work and then identify the gaps."

Adjourn:

With no other business to come before the task force today, the SFTF meeting was adjourned at approximately 2:55PM Eastern.

Decisions and Action Items

Steve Hewitt will ask AASHTO to provide a separate call in line for use for executive sessions as needed.

The December 31, 2012 SFTF call has been canceled. The next call will be on January 14, 2013 at 2:30PM Eastern. Steve Hewitt will send calendar notifications.

Eric Curtit and Chad Edison will work with PB to get the task 1 outline fleshed out by the next SFTF call for review by the full task force.

By the next call (January 14, 2013) Eric Curtit and Chad Edison will have developed an outline of a defined approach for phase 1 and identify gaps where the SFTF may need to look into procuring professional services."

Eric Curtit will inform PB that he wants a full schedule with a timeline going to the end of the project, not one that works only towards the February 20, 2013 workshop. He will ask for a complete revised schedule, timeline, and associated deliverables.

Eric Curtit and Chad Edison will work with PB to pull together material in advance of SFTF calls. (ongoing)

Note: Action item from December 11, 2012 Executive Board call: The SFTF will begin work on the actions identified in the approved SOW, and Eric Curtit will report back to the Board on its next call (January 8, 2013) on how it will be done and what the timeline will be.

Next call: January 14, 2012

Empty rectangular box at the top of the page.

ATTACHMENTS



**PRIIA NGEC S305 Structure and Finance Task Force (SFTF) Conf. Call Meeting
December 17, 2012
2:30 - 3:30 pm Eastern
866 299 7945 passcode 1601544#
Agenda**

- | | |
|---|--------------|
| I. Welcome | Eric Curtit |
| II. Roll Call | Steve Hewitt |
| III. Approval of Minutes from December 3, 2012 | Eric Curtit |
| IV. Review of Action Items | Steve Hewitt |
| V. Status Update: Section6/Fleet Deployment project | Eric Curtit |
| a. Progress report from PB | Steve Noonan |
| VI. Beginning work on Phase 1 of developing an implementation plan for the NGEC future: | Eric Curtit |
| a. Developing an action plan | |
| b. Developing a timeline | |
| VII. Other | All |