

S305 Structure and Finance Task Force

MINUTES

DECEMBER 3, 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, Al Ware, Darrell Smith, Michael Burshtin, Chad Edison, Support Staff: David Ewing, Vincent Brotski, Kevin Kesler, Nico Lindenau, Ryan Swick, Leo penne, Steve Hewitt, Steve Noonan</i>
ABSENTEES	<i>Tim Hoeffner, Shayne Gill, Larry Salci, Andy House</i>

DISCUSSION/DECISIONS MADE

Roll Call – Steve Hewitt:

Steve Hewitt took the roll of members on the call and established the presence of a quorum.

Welcome – Eric Curtit:

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

Approval of the Minutes from November 5 and 19, 2012 – Eric Curtit:

As the presence of a quorum was not established on the last call, Eric Curtit asked for a motion to approve the minutes from November 5, 2012 and November 19, 2012. In asking for a motion, he did ask that the minutes from November 19th be modified by striking sentence two of item a. Steve Hewitt will make that change in the final draft. No other changes were suggested.

On a motion by Chad Edison, FRA, and a second by Al Ware, Georgia DOT, the minutes from the November 5 and 19, 2012 SFTF call were approved with the one change as noted above.

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

Eric Curtit introduced Steve Noonan, Parsons Brinkerhoff (PB), who will be the lead contact for PB on the Section 6 project. Eric commented that "we are getting in tune with PB, making sure that everyone is getting the information they need."

Steve Noonan provided a brief status update:

There have been a few telephone conversations since the "kickoff" of several months ago.

PB has prepared an outline for Task 2 to get a sense of where it is going and what some of the elements will be in the report.

PB is now preparing a report outline for Task 1 and should have it out to Chad Edison and Eric Curtit this week. (week of December 3, 2012)

Steve Noonan noted that PB is looking at what can be learned from international operations, and called it vital to do so. He added that they (PB) have 2 or 3 folks pulling together examples from international experiences, and will cull them down to a small list that can be useful. Basically they are looking for "elements within operations around the world" that may be helpful in advancing this effort.

Steve Noonan also added that once the outline for task 1 is "what you want" PB will bring in the expertise to accomplish the task.

He agreed that they (PB) will report every other week to the SFTF on its regular calls and are "hoping to have a substantial product in February." (He referenced the planned Executive Board workshop meeting in February in Washington, DC)

Steve also noted that they were preparing a timeline from now until the February meeting. He thanked Chad and Eric for letting him know other useful information on things that are going on in the US. This will help to

save time.

Eric Curtit commented that he and Chad will be working with PB to "look at stuff" in advance of the SFTF calls so as to provide material for the calls that members can look at, rather than simply hear a report.

Steve Hewitt asked if he should add Steve Noonan to the email list for the SFTF calls. Eric responded in the affirmative.

Discussion: Looking at the NGECC's future and next steps – Eric Curtit:

a. Review: Comments/combined SOW for defining the NGECC's future and developing an implementation plan – Eric Curtit:

Note: as this item involves a scope of work for a contract to be bid on and is, therefore, of a confidential nature, these minutes do not include details of the scope or the changes recommended.

Eric Curtit thanked SFTF members for their input on the draft scope of work. Eric explained that he had incorporated the comments into the draft, and would go through them a page at a time and ask for additional comments.

At this point Eric reviewed each of the comments, and received some additional input from members on the call. General consensus was achieved on the changes recommended, with a few additional revisions and modifications agreed to.

With the review of the revised scope having been completed, and no further comments forthcoming, Eric asked for a motion to approve the revised scope of work and advance it forward for Executive Board consideration.

b. SFTF consideration of the SOW – Eric Curtit:

Bill Bronte, Caltrans, offered a motion to approve the scope of work and send it to the Executive Board with a recommendation for approval. The motion was seconded by Ron Pate, Washington State DOT.

Steve Hewitt polled the voting members present on the call:

Eric Curtit, Missouri DOT – aye
Ron Pate, Washington State DOT – aye
Bill Bronte, Caltrans – aye
Al Ware, Georgia DOT – aye
Darrell Smith, Amtrak – aye
Michael Burshtin, Amtrak – aye
Chad Edison, FRA – aye

With a quorum having been established and all votes in the affirmative, Chairman Curtit determined that consensus was achieved. The revised scope of work will be transmitted to the Executive Board for consideration on its next call – December 11, 2012.

Eric will provide Steve Hewitt with a clean version of the scope including the agreed to changes. Steve will then send it to the Executive Board members.

Other - All:

No other items were raised.

Adjourn:

With no other business to come before the task force today, the SFTF meeting was adjourned at approximately 3:00PM Eastern.

Decisions and Action Items

- PB will provide Eric Curtit and Chad Edison with a draft outline of Task 1 the week of December 3, 2012
- PB will attend the regular SFTF conference calls to provide progress updates
- PB will develop a timeline from this point forward till February, 2013. (The Washington DC Board workshop)
- Eric Curtit and Chad Edison will work with PB to pull together material in advance of SFTF calls.
- Steve Hewitt will add Steve Noonan (PB) to the SFTF meeting email list.
- 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.
-
-
-
-
-
-
-
-
-
-
-
-
-
-

Next call: December 17, 2012

ATTACHMENTS



**PRIIA NGEC S305 Structure and Finance Task Force (SFTF) Conf. Call Meeting
December 3, 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 November 5 and 19, 2012 Eric Curtit

- IV. Status Update: Section6/Fleet Deployment project Eric Curtit
- V. Discussion: Looking at the NGEC's Future and next steps Eric Curtit
 - a. Review: Comments to FRA's Outline for a Scope of Work for defining the NGEC's future and developing an implementation plan Eric Curtit/Chad Edison
 - b. SFTF consideration of the SOW Eric Curtit
- VI. Other All

Decisions and Action Items from November 19, 2012 - Status
<p>PB – Section6/Fleet Plan effort: Progress continues to be made with PB regarding the Section 6/Fleet Deployment project. Deliverables may be out within 3 months. Status: On the November 27, Executive Board call, Eric Curtit reported that progress has been made in identifying the tasks that PB will undertake, and that the effort is now up and running. PB will be asked to provide regular progress updates to the SFTF on its bi-weekly calls.</p>
<p>Review of the FRA proposed SOW: 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. Status: On November 27, 2012, the Executive Board reaffirmed its ownership of the Vision statement. The strawman, therefore, has now been sent to all Board members for review and comment on the initial strawman drafted by chairman Bronte. The comments to the Board are due on December 5, 2012. In the meantime, comments from the SFTF were requested on the FRA proposed SOW. On today's agenda a discussion of those comments and possible consideration of approval is scheduled.</p>
<p>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: a call has gone out from the Finance subcommittee for a budget request for the SFTF (and all task forces and subcommittees) for new activities as a part of programming the contingency balance (after the Board approves the continuing activities budget – expected to occur on Dec. 11th call)</p>