

S305 Structure and Finance Task Force

MINUTES

AUGUST 13, 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, Al Ware, Chad Edison, Michael Burshtin, Darrell Smith, Support Staff: Steve Hewitt, Vincent Brotski, Nico Lindenau, Ryan Swick, Larry Salci,</i>
ABSENTEES	<i>Kevin Kesler, Jeff Gordon, Andy House, Leo Penne, Shayne Gill, Tim Hoeffner, Bill Bronte, David Ewing, Ashok Sundararajan</i>

DISCUSSION/DECISIONS MADE

Roll Call – Steve Hewitt:

Steve Hewitt took the roll of members present on the call, and it was determined that a quorum was present.

Welcome – Eric Curtit:

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

Approval of the Minutes from July 2, 2012– Eric Curtit:

On a motion by Al Ware, Georgia DOT, and a second by Ron Pate, Washington State DOT, the minutes were approved without objection or exception.

PB Contract Status – Eric Curtit:

a. Report on the July 17, 2012 meeting with PB, FRA and Eric Curtit – Eric Curtit:

Eric reported that on July 17, 2012, he, Chad Edison, Ashok Sundararajan, Nico Lindenau and representatives from Parsons Brinkerhoff met in Washington, DC at FRA offices, to "kick-off, fine tune, and help PB understand what we're doing with this procurement." Eric further explained that the group "honed PB's focus" and clarified who they should be contacting. Eric noted that PB was under the impression they should be reaching out to a broad number of states, rather than a focused number of states who have done some work in this area and can answer the questions such as Washington State DOT. There is no need to be contacting states who do not have the answers to questions PB will ask.

Eric elaborated, "we helped PB understand what we wanted to get out of the contract, and we went over it task by task." The group also clarified for PB who they could expect to have the most contact with. PB's lead point of contact will be Steve Noonan.

Chad Edison, FRA, agreed with Eric's summary of the meeting.

Ron Pate, Washington State DOT, emphasized, in reference to the outreach from PB with states like his, that "we will need to make sure you (Eric) and the team stay in the loop".

Eric noted that the intent is to use these bi-weekly SFTF calls as a way to keep everyone informed. "Once PB is formally under contract, they will be participating on these calls and provide an update."

Steve Hewitt asked, for clarification, if a PB update was to be a standing agenda item on the SFTF calls. Eric confirmed that it is, and that he will then provide an update from the SFTF to the Executive Board on its bi-weekly calls.

Chad added that PB was fleshing out an outline of activities and that they are to continue updating it regularly as part of their SFTF status report.

b. Transfer of funds to contracting agent (AASHTO)

Darrell Smith, Amtrak, reported that Amtrak, on August 7, 2012, formally submitted its request to FRA

(to Paul Nissenbaum) in regard to transferring the funds for the contracts (PB and Salci).

Chad Edison, FRA, reported that the request had made it through the process and had received sign off where needed. He believed it had just gotten through FRA legal and was now with Corey Hill, who is acting for Paul Nissenbaum. Chad expects that the final sign off should happen as early as today or tomorrow.

Chad noted that this process was new, and was basically being tested. In the future, he believes the process will be much faster.

Status: Review of the Global Aspects/context work plan – Eric Curtit:

Eric explained that this item was on the agenda to get the task force back to focusing on the “other” tasks directed to the SFTF by the Executive Board. Most of the effort up to this point has revolved around the PB contract and “ownership and fleet deployment”. He added, “we will now step back and get into the additional tasks assigned to us.”

a. FRA comments on the proposed work plan

Chad Edison reported that FRA had provided comments and now needs to incorporate them into the draft work plan.

Eric added that he and Chad will get together to get this “ironed out” and moving forward.

Status: Review of the initial SFWG Report – Chad Edison:

Chad reported that FRA has been “buried in procurements” with both the Bi-level car and the Locomotives and has not yet had a chance to re-look at the SFWG report, but would get to it.

Steve Hewitt noted that he recognized that there had been a lot going on, and he had basically put these two items (Global aspects and the SFWG report) on the agenda to keep them on the radar as open action items for the SFTF to complete.

Eric noted that he and Chad will work through this item as well.

Other

Eric thanked everyone for participating and reminded all those on the call that, although these calls have been relatively short, in the future as PB begins its work and the task force begins moving forward on its other tasks, the calls will get “busier”. The result will be “we will get a good plan together for mid-west” and one that can be used by others like Washington State” as we move forward.

He also emphasized that he felt that the PB team was strong and he looked forward to seeing their progress. He added, also, that Rob Edgcumbe is a part of the PB team.

Adjourn:

With no other business to come before the SFTF today, the meeting was adjourned at approximately 2:45PM Eastern.

Next call: August 27, 2012 – 2:30pm Eastern

Decisions and Action Items

Eric Curtit, Chad Edison and Ron Pate to discuss the Washington State and Oregon efforts and determine next steps for informing the SFTF members. (**carryover item**)

Chad Edison will re-look at the revised draft of the SFWG report especially in regard to disclaimers and provide FRA input to the task force. Once that input is received the report can be posted as a DRAFT Resource document. (**carryover item**)

Amtrak has submitted the formal request (August 7, 2012) to FRA for the ability to transfer the appropriate funds to AASHTO (as contracting agent) support services for the two pending contracts – Salci and PB – the

approval/response is expected to come from FRA in a day or two.

A revised draft "global aspects" work plan was circulated to the SFTF members and the Finance subcommittee members through Steve Hewitt. Responses were requested to be submitted to Steve and Eric by May 3, 2012. Discussion is planned for the SFTF call on June 4, 2012. Status: A revised draft was sent out – a few comments have been received -FRA plans to provide written comments. **As of today's call (August 13, 2012) it was agreed that Eric and Chad will get together on this and move it forward. FRA will incorporate its comments into the draft work plan. (carryover item)**

(Empty table area with multiple rows)

ATTACHMENTS



**PRIIA NGEC S305 Structure and Finance Task Force (SFTF)
 Conference Call Meeting
 August 13, 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 Prior Minutes | Eric Curtit |

- | | |
|---|---------------------------|
| IV. PB contract status | Eric/Chad |
| a. Transfer of funds to contracting agent (AASHTO) | Chad Edison/Darrell Smith |
| b. Report: July 17, 2012 Meeting held at FRA in DC | Eric |
| V. Status: Review of the Global Aspects/context work plan | Eric Curtit |
| a. FRA comments on proposed work plan | Chad Edison |
| VI. Status: Review of initial SFWG report | Chad Edison |
| VII. Other | All |

Next Call: August 27, 2012 – 2:30pm Eastern

**ATTACHMENT
Status of Action Items from 7/2/2012 conference call**

<ul style="list-style-type: none"> - Eric Curtit, Chad Edison and Ron Pate to discuss the Washington State and Oregon efforts and determine next steps for informing the SFTF members. Status?
<ul style="list-style-type: none"> - A revised draft "global aspects" work plan was circulated to the SFTF members and the Finance subcommittee members through Steve Hewitt. Responses were requested to be submitted to Steve and Eric by May 3, 2012. Discussion is planned for the SFTF call on June 4, 2012. Status: A revised draft was sent out – a few comments have been received - FRA plans to provide written comments – the last discussion of this plan took place on the SFTF call on June 4, 2012. Item is on agenda for this call to begin moving it forward.
<ul style="list-style-type: none"> - Chad Edison will re-look at the revised draft of the SFWG report especially in regard to disclaimers and provide FRA input to the task force. Once that input is received the report can be posted as a DRAFT Resource document. This is an open action item – it is on today's agenda
<ul style="list-style-type: none"> - SFTF members are asked to send any additional membership suggestions to Eric Curtit and Steve Hewitt. Status: The Administrative Task Force is progressing an action plan approved by the Executive Board on July 10, 2012.