

# S305 Structure and Finance Task Force

MINUTES

AUGUST 27, 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, Bill Bronte, Al Ware, Darrell Smith, Chad Edison, Michael Burshtin, <b>Support Staff:</b> Steve Hewitt, David Ewing, Vincent Brotski, Nico Lindenau, Ryan Swick, Ashok Sundararajan, Shayne Gill,</i>
<b>ABSENTEES</b>	<i>Kevin Kesler, Jeff Gordon, Ron Pate, Tim Hoeffner, Leo Penne, Larry Salci,</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 August 13, 2012– Eric Curtit:**

On a motion by Al Ware, Georgia DOT, and a second by Chad Edison, FRA, the minutes of the August 13, 2012 SFTF conference call were approved without objection or exception.

### **PB Status – Eric Curtit/Chad Edison:**

Eric reported that he had heard from Steve Hewitt and Chad Edison just prior to the call today that this process was moving ahead, and was expected to resolve all of the various contracts (AASHTO, PB and Larry Salci) that were currently awaiting execution.

#### **a. Transfer of funds to contracting agent (AASHTO) – Darrell Smith:**

Darrell Smith reported that he was on vacation last week, but understands that Mike Doonan, Amtrak Grants, and Amtrak Grants Manager, Beverly Thorpe, have been working with AASHTO on this. Both are out today, so Darrell has not spoken to them about where things stand.

Vincent Brotski, Amtrak legal, reported that he has been working with Beverly on this. He noted that "we got a revised draft back from AASHTO" and are "working on it today". Vince believes that they should have it in final form in "the next day or so."

#### **b. September 20, 2012 Executive Board meeting – report to the Board – Eric Curtit**

Eric Curtit reported that, with PB not having begun work yet, he is preparing a two part presentation for the September 20, 2012, Executive Board meeting. One which will provide the Board with an update "on what this (the Section 6/deployment effort) is all about" and one which will look at "issues that we (SFTF) want to address."

He expects his presentation to be a "refresher on the SFTF – what our role is and what we hope to accomplish".

Chad Edison, FRA, commented that, if PB has begun work, an update of that "early work as a topic of the meeting would be good".

Bill Bronte stated that he believes this will "be a good opportunity to lay ground work for the larger picture" and should include "where we are and where we are going in the future."

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

**a. FRA comments on the proposed work plan**

Chad Edison reported that he did not have an update on this action item, but that he hoped we could schedule some time in Portland between the SCORT meeting and the NGENC Board meeting to "work through it."

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

This item also remains open. Heavy schedules have not permitted FRA to close this one out yet. Steve Hewitt noted that he keeps items such as this one on the agenda each call to keep them on the radar, but clearly understands the hectic schedules everyone faces, especially in light of the two procurements that are under way.

**Other:**

Eric asked that all members provide him with any items they may want him to include in the presentation to the Executive Board. Members can call Eric or email him with their suggestions.

**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)**

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 27, 2012) it was agreed that we will try to schedule some time in Portland to work through this action item.**

Members are asked to provide Eric Curtit with any items that they want to see included in the SFTF presentation to the Board on September 20, 2012.


**ATTACHMENTS**



**PRIIA NGEC S305 Structure and Finance Task Force (SFTF)  
 Conference Call Meeting  
 August 27, 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 status   | Eric/Chad     |
| a. Transfer of funds to contracting agent (AASHTO)        | Darrell Smith |
| b. September 20, 2012 Board meeting – report to Board     | Eric Curtit   |
| 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           |

**September 10, 2012 – 2:30pm Eastern**

<b>Decisions and Action Items from 8-13-12</b>
Eric Curtit, Chad Edison and Ron Pate to discuss the Washington State and Oregon efforts and determine next steps for informing the SFTF members. ( <b>carryover item</b> )
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. <b>Status: As of August 13, 2012 – Chad had not had a chance to look at this, but will do so as soon as the opportunity presents itself. Update is on today’s agenda</b>
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. <b>Status: FRA sent a letter on August 14, 2012 to Amtrak Grants directing Amtrak to transfer the approved funds to the AASHTO Support Services contract. As of August 24, 2012 – Amtrak grants and AASHTO contracts were working to finalize and execute the contracts. A further update is on today’s agenda.</b>

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.

**Status: On the August 13, 2012 call, it was agreed that Eric and Chad would get together on this and move it forward. FRA will incorporate its comments into the draft work plan. Update is on today's agenda.**