

# S305 Structure and Finance Task Force

MINUTES

SEPTEMBER 24,  
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, Darrell Smith, Ron Pate, Chad Edison, Michael Burshtin, Gordon Hutchinson, Tim Hoeffner</i> <b>Support Staff:</b> <i>Steve Hewitt, David Ewing, Vincent Brotski, Nico Lindenau, Ryan Swick, Ashok Sundararajan,</i>
<b>ABSENTEES</b>	<i>Kevin Kesler, Al Ware, Leo Penne, Shayne Gill, Larry Salci, Jeff Gordon, Bill Bronte</i>

## DISCUSSION/DECISIONS MADE

### Roll Call – Steve Hewitt:

Steve Hewitt took the roll of members on the call, and confirmed 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 August 27, and September 10, 2012– Eric Curtit:

On a motion by Tim Hoeffner, Michigan DOT and a second by Ron Pate, Washington State DOT, the minutes from the August 27<sup>th</sup> and September 10, 2012 conference calls were approved without objection.

### Section 6/Deployment project status – Eric Curtit:

- a. Execution of the PB contract: Eric reported that the contract has been fully executed.
- b. Next Steps: Eric, Chad and possibly Ron Pate and/or Tim Hoeffner will have a conference call with PB to review the tasks identified in the contract and begin the work.

Eric will ask PB to attend each of the SFTF calls and provide a status update.

Eric will also provide regular status update on the bi-weekly Executive Board calls as a standing agenda item.

### Follow up/Next Steps: SFTF Workshop – Portland, ME – Eric/Chad:

- a. Begin developing a scope of work for a consultant effort in regards to the future of the NGEC: Eric reported that there was a brainstorming session held at the end of the SCORT meeting in Portland on September 19, 2012. The session looked at where the NGEC started from, and began to look at the more global aspects of "what do we (NGEC) want to be when we grow up."

During the session, the group looked at issues ranging from liability to ownership, to the purpose of the NGEC. Eric called it an "excellent meeting" with a lot of ideas put on the table.

- b. Voting Members of the Board are to develop a 1 paragraph "vision" statement – due October 4, 2012: Eric reported that at the Executive Board meeting on September 20, 2012, voting members were tasked with developing a one paragraph "vision statement" for what they see as the future of the NGEC.

Chad Edison provided some context for those who were not present at the workshop meeting (which is where some of this originated). Chad described the workshop session as "going through the evolution of the NGEC from a year ago to now" and gathering "ideas about where it should go in the future."

Chad noted that previously there have been discussions around "How do we go from a volunteer organization to one which sustains the specifications – should it be professional or volunteer?" This was mostly related to the Technical subcommittee aspect of the NGEC. The workshop discussions looked beyond the Technical subcommittee and asked the question "are there other functions the NGEC

provides that need to continue?" He noted a variety of examples such as a small state which may need to look at leasing equipment possibly from the NGECC and added "there is a broad range of things that the NGECC could do beyond the Technical subcommittee functions". Questions raised include what is the overall structure of the NGECC in the future – "is there a need for a corporation?"

Chad described the vision statement that the Board members are asked to provide as from the broad possibilities – how do you look at it or what do you see as the NGECC going forward. The intent is for the Board to "see where there is consensus and to identify some options" for going forward.

Chad also noted that the vision did not need to represent the FRA or the individual state's position.

Steve Hewitt concurred and added, "in fact, the Board specifically stated that the vision statements would not be attributable."

Eric asked members of the SFTF who are not voting members of the board, but who are interested in having input into the vision, to call him with their viewpoint and help him create the vision statement he will submit. Any ideas must be given to Eric by October 2, 2012.

The Board member "vision" statements are due to Bill Bronte, cc to Steve Hewitt, by COB October 4, 2012.

Tim Hoeffner said he would call Eric either Wednesday or Thursday – Eric will send Tim his cell #.

**Review: Original Executive Board charge to the SFTF – Eric:**

Eric noted that one of the action items coming out of the Board meeting was to have the SFTF revisit the original charge of the Executive Board in creating the SFTF. The idea is to "verify the charge, and see if what was envisioned by the Board is actually going on" or if it is still applicable.

Steve Hewitt noted that earlier in the day he sent to all members of the SFTF, the original charge of the Board in establishing the SFTF and included the action taken by the Board along with the discussion which took place.

Eric will try to flesh out something for the members to react to on the next call. "How have we evolved and does it all still fit?" He will send his "test case" to the SFTF "by the week's end". In the meantime members are asked to also review the charge and be ready to discuss this topic on the next call.

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

Eric reported that he and Chad had "done some work on this" and will "have something ready by the next call."

**Other – All:**

Ron Pate, Washington State DOT, told Eric to he wanted to "keep in touch" on SFTF efforts, including the work of PB, "as we are trying to update our Fleet management plan and want to stay up on it as it goes forward."

Eric agreed to keep Ron in the loop and noted that Al Ware, Georgia DOT, was also interested in getting more involved with the work of the SFTF.

**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**)

Eric Curtit and Chad Edison have been looking at the initial draft SFWG report and will have something put together by the next call.

Eric will provide all members with a "test case" on the original charge of the Board to the SFTF to see how it has evolved and if it still fits. This will be sent out to the task force members by the end of this week. (COB September 28, 2012)

Any SFTF members wishing to provide input to Eric on the "vision" statement must do so by COB October 2, 2012.

Eric, Chad, and Ron Pate and/or Tim Hoeffner will have a conference call with PB to review the tasks identified in the contract and get the work started.
PB will be asked to attend the bi-weekly SFTF calls and provide a status update.
Eric, as part of the SFTF report (standing agenda item) to the Board, will provide a status update on the activities of PB on the Section 6/deployment effort.

**ATTACHMENTS**



**PRIIA NGEN S305 Structure and Finance Task Force (SFTF) Conf. Call Meeting  
September 24, 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. Section6/Deployment project status                    | Eric Curtit  |
| a. Execution of the contract with PB                      |              |
| b. Next steps   |              |
| V. Follow-up/next steps: SFTF Workshop in Portland        | Eric/Chad    |
| a. Begin developing a scope of work for consultant effort |              |

Re: Future of the NGEN

- b. All voting Members of the Board are to develop 1 paragraph vision statement – due October, 4, 2012

- VI. Review: Original Executive Board charge to SFTF Eric
  - a. Does it still apply?
  - b. Should the charge be repurposed?

- VII. Review of initial SFWG report Eric/Chad
  - a. Have the FRA's original comments been incorporated accurately?
  - b. Finalize this initial draft report to post as a DRAFT Reference document

- VIII. Other All

Status: Action Items from 9-10-12
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>carryover item – remains open – item 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. As of today's call (September 10, 2012) this remains an open item. Some comments have been provided by FRA to Eric Curtit, but much of the discussion will ultimately take place in Portland. <b>Status: As per the discussion in Portland, the SFTF will take a look at the initial charge from the Executive Board and determine if it needs to be revised/ repurposed. This is a topic on today's call.</b>
Members are asked to provide Eric Curtit with any additional items or changes they would like to see made to the SFTF presentation to the Board on September 20, 2012. <b>Status: Task Complete</b>