

# SECTION 305 NGEN

## Executive Board Conference Call Meeting

MINUTES

JUNE 12, 2012

11:30 AM  
EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Bill Bronte, Chair, S305 NGEN Executive Board</i>
<b>ATTENDEES</b>	<b>Executive Board Members:</b> <i>Bill Bronte, Mario Bergeron, Alan Ware (Al Ware also served as proxy for Eric Curtit and Tammy Nicholson), John Tunna (as proxy for Paul Nissenbaum) Kevin Lawson, Ray Hessinger, Paul Morris, John Sibold, Ron Adams</i> <b>Support Staff:</b> <i>Leo Penne, Shayne Gill, Steve Hewitt, Chad Edison, Jeff Gordon, Ryan Swick, Nico Lindenau, Ken Uznanski, Dale Engelhardt, Jeff Schultz, Jack Madden</i>
<b>ABSENTEES</b>	<b>Board Members:</b> <i>Joe Kyle, George Weber, Tammy Nicholson, Eric Curtit (voting proxies for Eric and Tammy went to Al Ware) DJ Stadler, Paul Nissenbaum (Paul's proxy went to John Tunna)</i> <b>Support Staff:</b> <i>Tim Hoeffner, Larry Salci, Kevin Kesler, Whitney Phend, Melissa Shurland, Gordon Hutchinson, Nancy Greene, Dave Warner</i>

### WELCOME/ROLL CALL/MINUTES

**Opening – Bill Bronte-chair:**

Bill Bronte opened the conference call meeting, and asked Steve Hewitt to call the roll.

**Roll Call – Steve Hewitt, Manager, S305 NGEN Support Services:**

Steve Hewitt took a roll of Executive Board members, and it was determined that the presence of a quorum was confirmed with 11 of 14 Board members present or represented by proxy (as noted above).

**Approval of the Minutes from the May 29, 2012 Executive Board conference call – Bill Bronte:**

On a motion by Ray Hessinger, NYSDOT, and a second by Al Ware, Georgia DOT, the minutes of the May 29, 2012 conference call meeting of the Executive Board were approved without objection.

### Agenda Items

**Status Update: amendment to the NGEN Grant Agreement – Ken Uznanski:**

Ken Uznanski reported that Amtrak had received the modified amendment to the Grant Agreement “about a week ago.” He added that he and Chad Edison had spoken “this morning to iron out” the wording on the process for transferring funds from the Executive Board contingency to the task forces or subcommittees. Ken will now go to the Amtrak grants people to tell them the language as proposed by FRA is fine. Ken anticipates that the agreement will be “fully executed” within 24-48 hours. As soon as it has been executed, Ken will provide Steve Hewitt with a copy of the agreement for distribution to the Executive Board.

**Update: Structure and Finance Task Force- Chad Edison:**

**a. Section 6/Deployment RFP status**

In the absence of Eric Curtit, chair of the SFTF, Chad Edison, FRA, reported that “Eric and AASHTO are talking through the remaining issues” and it is likely that Eric will send out the selection committee’s recommendation in the near future. He added that he did not think it would be sent out in time for consideration by the SFTF on next week’s scheduled call, but should be ready by the next call (July 2, 2012).

**Update: Bi-Level Car RFP – Bill Bronte:**

Bill Bronte reported that Caltrans has received over 400 questions from the industry and has been answering and posting them “on the bid sync platform.” The draft proposals are due June 20, 2012. He told the Board to “stay

tuned for an update after the draft proposals are received.”

John Tunna, FRA, asked what the many questions may mean to the locomotive RFI – will it change it.

Bill responded that, in total, throughout the process, they have received about 1600 questions on the specification – of those about 500 were received 3 times. As a result, Bill noted, they are beginning to look at “locking down the locomotive at Revision A” and not reopening it for changes until the questions and answers at the time of the RFP. He added that, in an effort to streamline the process, they are thinking about possibly doing a survey of the industry, issued by the NGECC, rather than an RFI issued by Caltrans.

Bill said they are constantly looking at repeat questions and it takes a lot of time – especially since they need to go back each time to see “how we answered the question previously”.

**Status: DMU/Locomotive Revision A Review Efforts contract – Leo Penne:**

Leo Penne, AASHTO, reported that “we have the document ready for contract, we have direction from the Board to enter into a contract (with Larry Salci), but we need direction from the Board to transfer the money for the contract, and a directive to Amtrak.” The Board needs to tell Amtrak to transfer the funds so that AASHTO can enter into the contract with Larry Salci.

Leo reminded the Board that AASHTO is serving as the contracting agent and is not involved in the substance of the contract. All approvals for expenditures or changes will go through the Chairman of the Technical subcommittee, the same as was done previously.

Leo also noted that they have included in the contract wording to cover work performed on the Review efforts prior to the actual execution of the contract.

Bill Bronte asked for a motion to “ask Amtrak to transfer funds to AASHTO so that the contract with Larry Salci can be executed.”

Ron Adams, Wisconsin DOT, made the motion and it was seconded by Al Ware, Georgia DOT.

Steve Hewitt polled the voting members of the Board:

Bill Bronte, Caltrans – in favor

Mario Bergeron, Amtrak – in favor

Al Ware, Georgia DOT – in favor

Al Ware for Tammy Nicholson, Iowa DOT – in favor

Al Ware for Eric Curtit, Missouri DOT – in favor

John Tunna, FRA, for Paul Nissenbaum, FRA – in favor

Kevin Lawson, Louisiana DOT – in favor

Ray Hessinger, NYSDOT – in favor

Paul Morris, NCDOT – in favor

John Sibold, Washington State DOT – in favor

Ron Adams, Wisconsin DOT – in favor

With a quorum established and all members present or represented by proxy voting in favor, Chairman Bronte determined that consensus had been achieved and the motion was approved.

Bill Bronte then directed Ken Uznanski, Amtrak, to “make sure the funds are transferred”.

Ken noted that he will need AASHTO to provide him with the supporting information (contract). Leo Penne said that “Strat Cavros (AASHTO Contracts office) will send it to Ken”.

**Status: Locomotive Rev A Summary Sheet/Tech. SC approval – Mario Bergeron/Jack Madden:**

Mario Bergeron, Amtrak, - chair of the Technical subcommittee reported that the subcommittee had approved the Locomotive Revision A Summary Sheet during its last conference call (June 7, 2012). He explained that the subcommittee also approved, separately, a DCR to correct a typo in the Locomotive Requirements Document. The typo correction, in regards to HEP, would change the wording from “duty cycle” to “power factor”.

Jack Madden, NYSDOT, and leader of the Technical subcommittee Locomotive subgroup, explained that they had, at chairman Bergeron’s request, separated out the 1 DCR to change the Requirements document from the DCRs to the specification. Jack elaborated that there were 21 technical related DCRs and 30 + DCRs that bring Rev A into compliance with language in the bi-level specification for consistency. Jack further explained that the DCR for the Requirements Document to be voted on separately would be 0005-0054. The DCRs for Revision A of the Locomotive specification to be voted on would be 0005 -001 through 0005 – 0053 and 0055.

For the sake of clarification, Steve Hewitt explained that the Board could vote (if they wished) on the change to the Requirements Document today, but the Revision A Summary Sheet needs to go to the Review Panel. The Review Panel would then prepare a report with recommendations, and that would be submitted to the Board for its consideration.

Steve elaborated – “the only action the Board can take today with respect to Revision A is to hand it off to the Review Panel and direct Larry Salci, as the consultant to the Review Panel, to begin work”.

Bill Bronte asked if the Board could wait and do both the one DCR for the Requirements Document and the Revision A Summary Sheet at one time, after the Review Panel has filed its report. Steve responded that it was certainly ok for the Board to do it that way.

With no objections noted, the Board members agreed to take both voting actions at the same time, after receipt of the Review Panel Report and recommendation.

Steve then noted that the next step required moving this forward is to re-establish the Locomotive Review Panel.

**Re-establishing the Locomotive Review Panel – Bill Bronte:**

Bill Bronte suggested that the Review Panel that has acted previously be re-established. He recommended that the members be:

Bill Bronte, Caltrans

Ron Adams, Wisconsin DOT

Tammy Nicholson, Iowa DOT

Ray Hessinger, NYSDOT

John Tunna, FRA

And Bill asked if Washington State DOT (a locomotive procuring state) would also agree to be on the panel. John

Sibold, Washington State DOT responded in the affirmative and named Jason Biggs as Washington State DOT's representative to the Review Panel.

Bill then asked if it would not be prudent to also name another state participating in this procurement, such as Michigan or Illinois, to the Review Panel.

Members of the Board agreed that this would be a good idea. Bill Bronte will first reach out to Illinois DOT to determine its interest in participating, and will let Steve Hewitt know what the response is. Steve will inform the Board and Larry Salci.

**Consideration for approval: Accessibility Related DCR procedures – Mario Bergeron/Dave Warner:**

Mario Bergeron reported that the Technical subcommittee had approved Accessibility Related DCR procedures. "These procedures integrate the way we work, and ensure that the Accessibility Working Group reviews accessibility related DCRs and brings back its recommendations to the subcommittee". These procedures, Mario noted, "formalize the arrangement that we already have in place."

Mario offered a motion for the Executive Board to approve the Accessibility Related DCR procedures as previously approved by the Technical subcommittee. Al Ware, Georgia DOT, seconded the motion.

Steve Hewitt polled the voting members of the Board:

Bill Bronte, Caltrans – in favor

Mario Bergeron, Amtrak – in favor

Al Ware, Georgia DOT – in favor

Al Ware for Tammy Nicholson, Iowa DOT – in favor

Al Ware for Eric Curtit, Missouri DOT – in favor

John Tunna, FRA, for Paul Nissenbaum, FRA – in favor

Kevin Lawson, Louisiana DOT – in favor

Ray Hessinger, NYSDOT – in favor

Paul Morris, NCDOT – in favor

John Sibold, Washington State DOT – in favor

Ron Adams, Wisconsin DOT – in favor

With a quorum established, and all members present or represented by proxy voting in favor, Chairman Bronte determined that consensus had been achieved and the motion was approved.

**Report: Interaction of Amtrak, AASHTO and FRA Public Affairs offices moving forward – Jeff Gordon:**

Jeff Gordon, FRA, reported to the Board on an initiative that had been tasked to him by the Technical subcommittee. The task was to bring together the Public Affairs leaders at FRA - Kevin Thompson, Amtrak – Steve Kulm, and AASHTO – Lloyd Brown.

Jeff coordinated a conference call among the three entities on May 25, 2012. Kevin Kesler, FRA was also a participant. On this initial conference call Jeff explained "what the NGEC is and what it does". To provide them with the "whole picture" Jeff also provided each of them with a copy of the latest background/activities document that Steve Hewitt updates each month. This briefing gave them "a flavor of the NGEC."

The intent is to hold monthly calls among the 3 entities. Jeff will provide a fact sheet each month with a summary of what has taken place that month. The public affairs representatives will then determine what is newsworthy and/or what should be put in a press release or public announcement.

Jeff noted that they were very interested in the bi-level car and the locomotive procurements. In this month's fact sheet Jeff will let them know that the Locomotive RFI "or something like it" is targeted for the end of June, early July.

In summary, Jeff stated that he "provides high level information monthly and they determine how best to publicize it."

Bill Bronte expressed the desire to have state DOT public affairs offices involved in this effort. "We need a role too for state Public Affairs offices." He asked if AASHTO would be the place to go for information pertaining to the state public affairs offices.

Leo Penne suggested that Lloyd Brown, the AASHTO communications director, "should figure out how to tie them in – that is the way we (AASHTO) usually do it."

It was then agreed that the state public affairs offices would be wrapped into the effort through the contact with Lloyd Brown.

**Preview: NGENC Executive Board Meeting – Portland, Maine – 9-20-12 – Steve Hewitt:**

As a heads up, Steve Hewitt reminded the members of the Board that its next scheduled in-person meeting was planned for September 20, 2012 in Portland, Maine. The meeting will be held in conjunction with AASHTO's SCORT meeting. There will be a block of rooms available in the same hotel as the SCORT conference and the meeting room will be there as well. Details are coming out shortly and a likely room registration cut off date will be: August 14, 2012. Steve will keep member informed as more information is forthcoming. Mark your calendars.

Leo Penne added that he is visiting the facilities tomorrow in Portland, Maine and more details will follow.

Bill Bronte reminded Leo that the SCORT agenda needs to go out soon as states need 6-8 weeks lead time for travel approval. Leo thought that by next week he will have enough firmed up to send a draft agenda out. There is a preliminary draft now, but part of his trip to Portland this week has to do with narrowing down the plans and seeing the meeting rooms to assist in further developing the agenda and the structure of the meeting.

**Other – All:**

- Mario Bergeron reminded the Board that the Technical subcommittee's face to face meeting to review and, hopefully, approve the DMU specification will take place on Thursday, June 14<sup>th</sup>, in Boston, Ma. After it is approved it will then go to Bill Bronte to be submitted to the DMU Review Panel and then on to the Board for consideration.
- Al Ware, Georgia DOT, announced that Georgia is advertising for a Rail Manager position.
- As a matter of information, Leo Penne reported that AASHTO Executive Director John Horsley had announced his retirement, effective February 1, 2013, as did CFO Jack Basso. He also noted that Tony Kane has announced his retirement, effective March 1, 2013.

**Adjourn:**

With no more business to come before the Board today, the conference call was adjourned at approximately 12:20 pm Eastern.



**ATTACHMENTS**



**S305 NGEC Executive Board Conference Call  
June 12, 2012  
11:30 AM – 1:00PM Eastern  
Call in number: 866 299 7945 passcode: 1601544#  
Agenda**

- |  |                            |
|--|----------------------------|
| 1. Open the Meeting  | Bill Bronte                |
| 2. Roll Call   | Steve Hewitt               |
| 3. Approval of Minutes from May 29, 2012 conference call                             | Bill Bronte                |
| 4. Status Update: amendment to the NGEC Grant Agreement                              | Ken Uznanski               |
| 5. Update: Structure and Finance Task Force  | Eric Curtit                |
| a. Section 6/Deployment RFP status   |                            |
| 6. Update: Bi-Level car RFP  | Bill Bronte                |
| 7. Status: DMU/Locomotive Rev A Review efforts contract                              | Leo Penne                  |
| 8. Status: Locomotive Revision A Summary Sheet Tech SC approval                      | Mario Bergeron/Dave Warner |
| 9. Re-establish: Locomotive Review Panel   | Bill Bronte                |
| 10. Consideration for Approval: Accessibility Related DCR Procedures                 | Mario Bergeron/Dave Warner |
| 11. Report: Interaction of Amtrak, AASHTO, FRA Public Affairs offices moving forward | Jeff Gordon                |
| 12. Preview: NGEC Board Meeting – Portland, Maine September 20, 2012                 | Steve Hewitt               |
| 13. Other:   | All                        |

**Next call: June 26, 2012 at 11:30am Eastern**

**Status: Action Items from 5-29-12**

Ken Uznanski will continue to keep the Board posted on the progress being made in regards to the grant agreement amendment. FRA expects to have the final amendment sent to Amtrak within the next two days (by May 31, 2012) **Status: Ken Uznanski reported to the Finance subcommittee on 6-6-12 that Amtrak had received the grant agreement amendment from FRA on Friday, 6-1-12 and it has been sent to Amtrak Legal. It is expected that it will be executed any day now. Ken to provide update to the Board 6-12-12**

It is anticipated that the SFTF will take action on the selection of a contractor for the Section 6/deployment procurement on June 4 or June 18, 2012. Once approved, it will be put forward to the Board for its consideration.

**Status: Eric Curtit will report to the Board on the status on 6-12-12. The 6-4-12 SFTF call was cancelled as there remain issues to be resolved before recommending final selection of a contractor.**

Bill Bronte will continue to keep the Board “generally” apprised of the progress of the bi-level railcar procurement and of the progress of the locomotive procurement. **Status: General update is on the 6-12-12 Board agenda**

All members are to make an effort to identify potential new state members for the NGEC subcommittees and task forces. Names of potential “recruits” are to be sent to Bill Bronte (cc to Steve Hewitt) **Status: No suggestions received – Admn Task Force may take up a concerted effort to market states with state supported rail corridors and are not 305 members. BAH has provided a chart showing target states. (See below)**

With the SOW approved 5-29-12, AASHTO will begin to process the contract for the Review panel efforts. **Status: Leo penne to report to the Board on the status of this effort on 6-12-12.**

<b>States with state supported rail corridors</b>	<b>Representation on S305 Committee</b>	<b>Representative</b>
IN	no	none
MA	no	none
ME	no	none
NH	no	none
NJ	no	none
OR	no	none
PA	no	none
TX	no	none
VT	no	none
VA	no	none
MD*	no	none
DE*	no	none
RI*	no	none
CA	yes	Bill Bronte
CT	yes	Jeff Schultz
IL	yes	George Weber
MI	yes	Tim Hoeffner
MO	yes	Eric Curtit
NY	yes	Ray Hessinger
NC	yes	Paul Morris
OK	yes	Joe Kyle
WA	yes	John Sibold
WI	yes	Ron Adams



*\*these states do not have their own independent state supported corridors, but have NEC routes*

<b>Other States on S305 Committee</b>		
GA	yes	Al Ware
LA	yes	Kevin Lawson
IA	yes	Tammy Nicholson