

SECTION 305 NGEN

Executive Board Conference Call Meeting

MINUTES

DECEMBER 11,
2012

11:30AM EASTERN

CONFERENCE CALL

FACILITATOR	<i>Bill Bronte, Chair, S305 NGEN Executive Board</i>
ATTENDEES	Executive Board Members: <i>Bill Bronte, Mario Bergeron, John Tunna as proxy for Paul Nissenbaum, Darrell Smith as proxy for Gordon Hutchinson, Eric Curtit, Tammy Nicholson, John Oimoen, Ray Hessinger, Al Ware, Anthony Fuller as proxy for Paul Morris, John Sibold, Ron Adams, Support Staff:</i> <i>Ron Pate, Leo Penne, Steve Hewitt, David Ewing, Jeff Gordon, Nico Lindenau, Ryan Swick, Ashok Sundararajan, Vincent Brotski, Dave Warner</i>
ABSENTEES	Board Members: <i>Paul Morris, Paul Nissenbaum, Gordon Hutchinson, (each represented by proxy as noted above) Kevin Lawson, Johnson Bridgewater Support Staff:</i> <i>Shayne Gill, Andy House, Tim Hoeffner, Jason Biggs, Kevin Kesler, Chad Edison, Whitney Phend, Dale Engelhardt, Martin Schroeder</i>

WELCOME/ROLL CALL/MINUTES

Opening – Bill Bronte-chair:

Chairman Bill Bronte opened the conference call, 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 the presence of a quorum was confirmed with 11 of 14 voting members initially present or represented by proxy, and a bit later in the call, John Oimoen, IDOT, joined and the total was 12 of 14 members present or represented.

Approval of the Minutes from the November 27, 2012 Executive Board Conference Call Meeting:

Bill Bronte asked for a motion to accept the minutes of the November 27, 2012 Executive Board call.

On a motion by Eric Curtit, Missouri DOT, and a second by Ron Adams, Wisconsin DOT, the minutes of the November 27, 2012 conference call meeting of the Executive Board were approved without objection.

Review of the Status of Action Items from November 27, 2012 – Steve Hewitt:

The locomotive procurement status will remain as an agenda item to keep the Board updated as to its progress. (ongoing) **Status: This item is on the agenda today for an update.**

Jeff Gordon will continue to provide the AASHTO. Amtrak and FRA public affairs officers with email notifications of NGEN activities. (ongoing)

The Finance subcommittee will “clean up” and program the budget for ongoing activities within a month for Board consideration separately from the programming of the contingency funds. **Status: This item is on today’s agenda. The Finance subcommittee approved the continuing activities budget via electronic vote and is recommending Board approval.**

Leo Penne will provide the Administrative task force with a draft marketing piece by next week, and once the ATF has approved it, the Executive Board will be provided with it for its consideration. **Status: Leo Penne will report on the status on today’s agenda.**

Steve Hewitt will send out notification to all Board members about the February 20th Board workshop (1:00pm Eastern at the Hyatt Hotel on February 20, 2013) and the February 21st NGEN Annual meeting to be held at the

20th F Street Conference Center, Washington, DC (around the corner from the Washington Court Hotel and a block from the Hyatt Hotel). Steve will also provide last year's agenda as a basis for travel approvals for the states.
Status: The task of sending notification is complete – all members have been notified and nearly all have accepted the calendar appointment – some tentative pending travel approval.

NOTE: Please be sure to reserve your hotel room as soon as possible – even with a cutoff date of January 11, 2013 it is good to reserve early to ensure that you get a room. There are only so many in the block. Steve Hewitt will resend the hotel information following this call.

Steve Hewitt will provide all Board members with the names of the proposed facilitators, and resumes as he receives them. Bill Bronte will select a facilitator and ask the Board's concurrence on the next call (December 11, 2012) **Status: Names have been provided.**

Leo Penne will check with Darrell Smith on what the process is for AASHTO Support Services to retain a facilitator for the Board workshop, and to use the AASHTO Support Services budget. **Status: Leo Penne and Darrell Smith discussed this issue this week. Leo will prepare a solicitation for a quote for providing facilitator services for the February 20, 2013 workshop.**

Steve Hewitt will provide the "Strawman" vision statement to all Board members for review and comment. Comments are due to Bill Bronte and Steve Hewitt by COB on December 5, 2012. Steve will also distribute the draft context SOW to Board members as an FYI only – no comments are requested until it has been voted on by the SFTF. **Status: The "strawman" was distributed, and 5 members and/or support staff provided comments. A compilation of the comments received was drafted and submitted to Bill Bronte. This item is on the agenda today for discussion.**

Jeff Gordon, FRA, will provide contact information to Steve Hewitt to an FTA representative(s) to listen in to NGECE Executive Board calls. (carryover) **Status: Jeff Gordon reported that there are two individuals under consideration by FTA – and they are deciding which one will participate.**

Technical subcommittee review of AWG DCR process policy vs. technical is complete and a revised process for Accessibility DCRs has been developed and will be considered by the Technical subcommittee – once approved there it will come to the Board for its consideration. (ongoing) **Status: This item was last discussed on the Technical subcommittee call of December 6, 2012. It has been modified, through comments received, and will be voted on (most likely) during the next Technical subcommittee call. (December 20, 2012)**

Eric Curtit will request an updated schedule from PB. **Status: PB reported on the SFTF call and stated that they will update the schedule for the period from now until February 20, 2013.**

Remaining Agenda Items

Review: Budget for NGECE "continuing activities" as approved by the Finance subcommittee, December 6, 2012 – Darrell Smith:

Darrell Smith reported that the Finance subcommittee, via electronic vote, approved the proposed budget for continuing activities for the period from 4-1-13 thru 3-31-14 in the amount of \$739,500.00. The budget, as approved by the subcommittee, was distributed by Steve Hewitt to all Board members on December 6, 2012. Darrell noted that the budget includes a slight increase in AASHTO's labor costs – up from \$136,000 to \$140,000

- and an additional \$500.00 a month "for Mr. Hewitt's services".

With approval of the continuing activities budget, there will be \$565,000 remaining to be programmed for other activities. Thus far additional activities have been identified for the SFTF for a facilitator for the February 20, 2013 Executive Board workshop for task 2, and for the Finance subcommittee for procuring services related to researching potential funding sources.

Bill Bronte asked if there were any comments or questions in regards to the proposed continuing activities budget, and reiterated that the Finance subcommittee approved the proposal and recommended Executive Board approval.

Executive Board consideration of approval: NGEN "continuing budget" – Bill Bronte:

With no concerns or questions forthcoming, Bill Bronte called for a motion to approve the NGEN continuing activities budget, as recommended and approved by the Finance subcommittee.

A motion to approve was offered by Al Ware, Georgia DOT, and seconded by Tammy Nicholson, Iowa DOT.

Steve Hewitt polled the voting members of the Executive Board present or represented:

Bill Bronte, Caltrans, aye

Mario Bergeron, Amtrak – aye

Alan Ware, Georgia DOT – aye

Darrell Smith as proxy for Gordon Hutchinson, Amtrak – aye

John Tunna as proxy for Paul Nissenbaum, FRA – aye

Eric Curtit, Missouri DOT – aye

Tammy Nicholson, Iowa DOT – aye

Ray Hessinger, NYSDOT – aye

Anthony Fuller as proxy for Paul Morris, NCDOT – aye

John Sibold, Washington State DOT – aye

Ron Adams, Wisconsin DOT – aye

With a quorum having been established and all present voting in the affirmative, Chairman Bronte determined that consensus has been achieved and the motion is approved.

Darrell Smith clarified that the next step is for him to provide the Amtrak grants people with the approved budget and they, in turn, request that FRA approve the modification of the grant agreement Statement of Work accordingly. Once this action is completed, "we are good to go."

Status Update: Structure and Finance Task Force – Eric Curtit:

- a. Status of the PB/Section 6/Fleet deployment effort – Eric Curtit

Eric Curtit reported that PB was on the last SFTF call (December 3, 2012) and will now be a regular participant on those calls. On the call PB provided a "generic" overview. Work has been progressing with Rob Edgcumbe and Jeff Mann taking on some of the tasks, and with Steve Noonan as the lead in working with Eric and the SFTF.

This Friday (December 14, 2012) Eric, Chad Edison and Steve Noonan will meet, via conference call to get a

progress update. Eric also expects to receive an updated schedule and information from Steve Noonan this Friday. Overall, Eric believes "we are all moving in the same direction."

Eric anticipates that "Task 1 should be completed by the end of January, beginning of February, 2013."

b. Review of the SOW as approved by the SFTF on December 3, 2012 – Eric Curtit

Eric Curtit reported "last week Steve Hewitt sent out the proposed SFTF SOW for charge 2 of the SFTF work plan". Later in the week, after hearing from David Ewing, Eric corrected some inconsistencies in the first draft that had been sent out, and provided a new – clean version for Board consideration. (During this call, it was again pointed out that in two places in the current draft the wording "legislative landscape" still needs to be revised to read "landscape".)

The intent of the proposal, according to Eric, is to "move us forward towards achieving our next objective to look at defining the NGE's future." He noted that FRA had played a key role in developing the scope and comments received by SFTF members "refined the work, but did not make substantive changes to it."

At this point, Eric provided a summary overview of the proposal and noted the following:

Phase 1 will be performed internally by SFTF members and support staff.

Phase 2 will develop a future model and will define the NGE's mission, vision and goals, "which will be the bulk of discussions to be held in DC on February 20, 2013." External assistance will be sought in the form of a facilitator at the February 20, 2013 workshop.

Phase 3 will include developing a high level implementation plan without external support, but "we may need external assistance to help get it into a clear and concise format for Board consideration."

The timeline for completion is targeted for early summer, 2013.

Bill Bronte thanked Eric "for grabbing the reins on this, and thanks to Steve Hewitt for being a nudge to keep it going, and FRA for providing input into this effort."

David Ewing pointed out that there are two locations where "legislative landscape" needs to be changed to "landscape" in the draft under consideration.

Eric agreed, and (as noted above) the change will be made to the final version.

Executive Board consideration of approval: SFTF SOW – Bill Bronte:

With no additional concerns or questions forthcoming, Bill Bronte called for a motion to approve the SFTF's proposed SOW for developing an implementation plan for the future of the NGE.

A motion to approve was offered by Ron Adams, Wisconsin DOT, and seconded by Ray Hessinger, NYSDOT.

Steve Hewitt polled the voting members of the Executive Board present or represented:

Bill Bronte, Caltrans, aye

Mario Bergeron, Amtrak – aye

Alan Ware, Georgia DOT – aye

Darrell Smith as proxy for Gordon Hutchinson, Amtrak – aye

John Tunna as proxy for Paul Nissenbaum, FRA – aye

Eric Curtit, Missouri DOT – aye

Tammy Nicholson, Iowa DOT – aye

Ray Hessinger, NYSDOT – aye

Anthony Fuller as proxy for Paul Morris, NCDOT – aye

John Sibold, Washington State DOT – aye

Ron Adams, Wisconsin DOT – aye

John Oimoen, Illinois DOT - aye

With a quorum having been established and all present voting in the affirmative, Chairman Bronte determined that consensus has been achieved and the motion is approved.

Eric Curtit described the next steps as: "It now goes to the SFTF to get to work, define the landscape and look to support from the FRA and the SFTF members and staff." He noted that he will report back to the Board on the next call on "how we'll do it, and what the timeline will be."

Bill Bronte emphasized the need for a deadline adding "we all work better up against a deadline."

Review of proposed "Strawman" vision statement and comments received – Bill Bronte:

Bill Bronte provided a history of getting to this point in the process of developing a vision for the future of the NGEC. He explained that part of the discussion in Portland on September 20, 2012, was the need for a vision for the future of the NGEC. It was agreed at the time that the vision needs to come from the Executive Board. As a result, Board members were asked to submit brief statements of their own vision of what the NGEC should be in the future.

Steve Hewitt took all of the vision statements received (12), and compiled them in one document without attribution. "The FRA reviewed the compilation of statements and developed a one page visual of the statements and how they fit together fairly well." Bill continued, "I then developed a 'strawman' to consolidate all 12 statements (about a month ago) and asked for comments."

He added that the original 'strawman' laid out a general statement with a series of strategic goals and also laid out assumptions "to give some clarity as to what I was thinking." These assumptions can be set aside, and are not part of the statement nor are the strategic goals.

Bill then provided a general overview of the comments received:

Eric Curtit had suggested that the statement be tightened up a bit.

FRA suggested shortening it significantly with strong strategic goals.

David Ewing suggested changing resource to "resource center".

Paul Morris, NCDOT recommended "expanding coverage beyond wrecks, especially given the impacts of Superstorm Sandy".

Dave Warner, Amtrak, suggested changing "Propose and fund research and development" to something like "propose and coordinate with the FRA and other federal and state agencies research and development efforts that aim to develop and improve the efficiency of the domestic rail passenger equipment industry."

Overall, Bill thought "it is clear from the comments received, that we are all going in the same direction."

At this point, Bill asked Steve Hewitt to send out the compilation of comments received to date, and asked that

additional comments be provided to himself and to Steve Hewitt by COB December 21, 2012.

John Tunna, FRA, suggested that to conclude this, it would be important to vote on the vision statement on the next Executive Board call (January 8, 2013) in order to make the February 20, 2013 workshop discussion that much more productive. If the vision statement is resolved, "then, in February we can work on the goals."

David Ewing concurred, and noted that "the vision is central to the SFTF SOW that was just approved."

Board members agreed to the suggestion that the vision statement be voted on during the next Executive Board call. A schedule for action was identified as:

Steve Hewitt sends out the current compilation of comments to the Bronte "strawman" statement today (December 11, 2012).

Additional comments are submitted to Steve Hewitt and Bill Bronte by COB on December 21, 2012.

Steve and Bill will get together and develop a revised "strawman" vision with track changes based on comments received. The revised "strawman" becomes the proposed vision statement and is distributed shortly after Christmas to all Board members for their review.

On January 8, 2013, the vision, as revised, will be considered for approval by the Executive Board.

Bill Bronte commented further that he liked the brevity of the FRA recommended statement, and advised all members to take a close look at it.

Bill Bronte also stressed to Board members that they "focus on the vision statement itself, the proposed strategic goals do not have to be a part of it – they will get developed as we go forward."

He added "if there are strategic goals that you want to propose – feel free to do so, but keep it separate".

Mario Bergeron asked for some clarity. "Is PB tackling the SFTF #2 item, or is it separate?"

Eric Curtit clarified that what PB is doing "fits in well with charge #2" but "they are not working on what we voted on today."

Steve Hewitt noted that it would be his assumption that a solicitation for the work described in the SOW would need to take place similar to what the Board has done with other contracts.

Eric agreed "there will be a solicitation process for the SOW."

Status: Developing the "marketing" piece – Leo Penne:

Leo Penne, AASHTO, reported that he will provide an expanded draft of the marketing piece for the Administrative task force's (ATF) consideration on December 21, 2012. Assuming it is approved at that time, it will go to the Executive Board for its consideration on January 8, 2013.

Al Ware, chair of the ATF, concurred and noted that this will be "the primary agenda item for our call on the 21st."

Leo Penne added that a discussion will have to ensue to determine what is to be done with the marketing piece when it is completed.

Bill Bronte commented that he believes "it will tie in well with the next phases of the work of the NGECC."

David Ewing asked if a draft had been circulated yet. Leo responded that it had not, and that when it is sent out it will go to all ATF members, and to David and Steve (Hewitt) as well.

Equipment Procurement status update – Bill Bronte/John Tunna/John Oimoen:

ATTACHMENTS



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

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| 1. Open the Meeting | Bill Bronte |
| 2. Roll Call | Steve Hewitt |
| 3. Approval of Minutes from November 27, 2012 conference call | Bill Bronte |
| 4. Action Items Review | Steve Hewitt |
| 5. Review: budget for NGEC "continuing activities" as approved by Finance SC | Darrell Smith |
| 6. Executive Board consideration of approval: NGEC "continuing budget" | Bill Bronte |
| 7. Status Update: Structure and Finance Task Force | Eric Curtit |
| a. Status of the PB/Section 6/fleet deployment effort | Eric Curtit |
| b. Review of the SOW as approved by the SFTF | Eric Curtit |
| 8. Executive Board consideration of approval: SFTF SOW | Bill Bronte |
| 9. Review of proposed "strawman" vision statement and comments received | Bill Bronte |
| 10. Executive Board consideration of approval: NGEC vision statement | Bill Bronte |
| 11. Status: Developing the "marketing" piece | Leo Penne |
| 12. Equipment procurement status update | Bill Bronte/Chad Edison |
| 13. Other | All |