

SECTION 305 NGEN

Executive Board Conference Call Meeting

MINUTES

FEBRUARY 4, 2014 11:30AM EASTERN

CONFERENCE CALL

FACILITATOR	<i>Mario Bergeron, Chair, S305 NGEN Executive Board</i>
ATTENDEES	Executive Board Members: Mario Bergeron, Eric Curtit, Gerald Sokol, Paul Nissenbaum, Arun Rao for LeAnna Wall, Tammy Nicholson, John Oimoen, Ray Hessinger, Kелette Wade for Paul Worley, Kevin Lawson, Ron Pate Stan Hunter, Support: Steve Hewitt, Shayne Gill, David Ewing, John Tunna, Mike Jenkins, Larry Salci, Kevin Kesler, Nico Lindenau, Ashok Sundararajan, Dale Engelhardt, Vincent Brotski, Darrell Smith, Patrick Centolanzi, Dave Warner
ABSENTEES	Board Members: Paul Worley, LeAnna Wall, Johnson Bridgwater, Tim Hoeffner Support: Jason Biggs, Kerri Woehler, Strat Cavros, Andy House, Jeff Gordon, Brian Beeler II, Martin Schroeder, Allan Paul

WELCOME/ROLL CALL/ACTION ITEMS REVIEW

1.

Welcome and Opening – Mario Bergeron – Chair:

Chairman Bergeron opened this conference call meeting of the NGEN Executive Board and asked Steve Hewitt to call the roll.

2.

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

Steve Hewitt called the roll and confirmed the presence of a quorum.

3.

Action Item Review –Steve Hewitt:

Status Update - Action Items

The locomotive procurement: On the last call, John Oimoen, IDOT, reported that the diesel-electric locomotive procurement is progressing well. The pre-award Buy America audit should be completed by the end of the week, and then it will go to FRA for its review. The anticipated timeline is mid-February, 2014 for contract award, with a Notice to Proceed anticipated for early March, 2014. Preliminary design review could come as early as September, 2014.

Agenda item # 7 will cover the latest update.

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

The NGEN Future working group efforts: This working group will be reconstituted and reconvened after the first of the year (2014) (ongoing)

Grant agreement extension request: The grant agreement extension request has been submitted to FRA and is in the review process. Paul Nissenbaum, FRA, reported today that he does not foresee any problems at this point, and anticipates having approval by the February 4, 2014 Executive Board call.

Status: On January 31, 2014, Darrell Smith provided Steve Hewitt with news that the FRA has approved the revised SOW and Budget! Steve Hewitt distributed the transmittal letter from FRA to Amtrak to all Board members. For clarification purposes, Steve Hewitt sent a second email notifying all members that although the SOW and Budget have been approved, the amended grant agreement has not yet been signed.

Agenda item # 5 will discuss this topic and next steps and timeline.

Status of the Section 6/deployment project: A revised Task 1 is currently undergoing consideration by the SFTF via electronic vote. Once approved, it will be distributed to the Executive Board for its consideration.

Status: The SFTF has approved (via electronic vote) the Task 1 report. The Executive Board was sent the report, as approved by the SFTF, on January 24, 2014 for review.

Under agenda item # 9 Eric Curtit will lead a discussion/review of the report in advance of possible Board consideration.

The 305/209 working group: The group is progressing well and states that have signed NDA's are working with Amtrak gathering information and asking questions.

A status update will be provided under Agenda item # 7.

Status update on the bi-level cars procurement: The anticipated schedule is: preliminary design review by the end of February, 2014; with a mock up review by early March, 2014. Final design review is targeted for the end of April, 2014. In early to mid-April the team will meet with FRA and Volpe, after the car shell final review, which is scheduled for March 20-21, 2014 in Japan.

A status update will be provided under Agenda item # 8.

Recruiting additional state members for the NGECC: Ongoing.

NGECC Educational documents: The single page two-sided NGECC Backgrounder has been updated to reflect changes in the Board leadership with the retirement of Chairman Bronte. Copies can be requested by contacting Steve Hewitt at shewitt109@aol.com

Preparing for the NGECC Annual Meeting:

On the last call, a series of action items were established:

Action items:

Paul Nissenbaum, FRA, will check with FRA Administrator Szabo about his availability participate and address the attendees. It was agreed that the agenda will be made flexible to accommodate Administrator Szabo's schedule.

Status: FRA has confirmed that Administrator Szabo will be available to address the attendees at the Annual Meeting from 1:45-2:00pm. The latest agenda has been adjusted to accommodate Mr. Szabo's availability.

Stan Hunter, Caltrans, will ask Nippon Sharyo/Sumitomo Corporation if they would like to present a status update on the bi-level car.

Status: Stan Hunter confirmed that David Yamada, Nippon Sharyo, will give a presentation, along with Stan, on the bi-level procurement at the Annual Meeting.

John Oimoen, IDOT, will check with Siemens industry to see if they would like to give a presentation on the diesel electric locomotive effort.

Status: Dave Ward, Siemens Industry, has confirmed that he will give a presentation along with John Oimoen, IDOT, at the Annual Meeting. With the agenda having been adjusted a bit – the presentation time has changed to around 1:15 pm.

Chairman Bergeron will invite Matt Kelly, Amtrak Government Affairs, to provide an Amtrak update as he has done in the past. **Status: Mario Bergeron confirmed that Matt Kelly, Government Affairs, will provide an Amtrak update at the Annual Meeting. The time slot for Matt's presentation is scheduled for 9:50am.**

Steve Hewitt will distribute the preliminary agenda following today's conference call.

Status: Following the last call, Steve distributed the preliminary agenda to the full NGECC email list and to AASHTO and has requested it be posted. For purposes of today's call, Steve has distributed the latest version of the preliminary agenda for review under agenda item # 10.

On the Executive Board call on February 4, 2014, the intent is to finalize the agenda as best as possible with

confirmation of the aforementioned (invited) speakers. **Agenda item #10**

4. Approval of the Minutes from January 21, 2014 – Mario Bergeron:

On a motion by Ray Hessinger, NYSDOT, and a second by Eric Curtit, Missouri DOT, the minutes from the January 21, 2014 conference call were approved without objection.

5. Status: Grant Agreement Extension Request – Darrell Smith/ John Tunna:

Darrell Smith, Amtrak, confirmed what Steve Hewitt had reported in the action items update; that Amtrak had received a letter on January 28, 2014 from FRA approving the revised SOW and Program Budget. The letter was distributed to all Board members by Steve Hewitt. Darrell expressed his appreciation to the Board, and, especially, to FRA for getting this accomplished so expeditiously. Darrell noted that "this is the smoothest one of these we've had so far."

The next thing that needs to happen is to get the amended grant agreement finalized/approved and signed by Amtrak (Gerald Sokol) and FRA (Administrator Szabo). Darrell reported that the FRA has sent the Draft Agreement #4 to Amtrak and it is being reviewed by their grants office. Once approved by Amtrak it will be signed by Gerald Sokol and sent back to FRA. This should occur within the next week or so, and it is assumed that there should be no problem getting the agreement fully signed and executed by March 31, 2014 (the end of the current agreement).

John Tunna, FRA, agreed that Amtrak now has the amended agreement, and that once FRA has received it back from Amtrak "we will put it through our process here."

6. Status Update: 305-209 Working Group –Ron Pate:

Ron Pate reported on the status of the efforts of the 305-209 working group.

The working group is divided into two groups – one which includes all states involved; and one which includes only those states who have signed Non-disclosure agreements (NDA's).

Both groups are working hard "looking at lots of information" provided by Amtrak.

Ron believes that although the working group did not meet the original deadline of January 31, 2014 it has made "significant" progress.

Ron noted the need to develop a work plan for states to work with Amtrak and identified the need for states to provide Amtrak with a 5 year outlook.

An outline of the work plan is being developed, and Ron will work with AASHTO on developing a scope of work for a consultant to fill out the plan. Once complete it will be of benefit to both Amtrak and the states.

A five year outlook work sheet has been developed and some states (Wisconsin and North Carolina) have filled

it out. There will be a discussion of the work sheet on the February 5th 305-209 working group call. The intent is for these worksheets to be provided to Amtrak.

Mario Bergeron noted that there has been "a lot of work going on behind the scenes" and he thanked Ron Pate and the working group for their efforts.

**7.
Status Update: Diesel-Electric Locomotive Procurement – John Oimoen:**

John Oimoen, IDOT, reported that "good progress" continues to be made on the Diesel-electric locomotive procurement. The Buy America report went to the other states last week (from IDOT) for comment. Once comments have been received, the report will be submitted to FRA – possibly by the end of this week.

John noted that the goal is to have a contract by the end of February, 2014 with a Notice To Proceed (NTP) shortly thereafter.

John added that the interaction among the states and FRA has been great and the process is working well.

**8.
Status Update: Bi-Level Car Procurement – Stan Hunter:**

Stan Hunter, Caltrans, reported that things are progressing well. The team is currently working on a final design review schedule and a mock up review schedule. Caltrans is working closely with IDOT on who should be at the mock up review. The car shell review will take place the week of March 17th in Japan.

**9.
Discussion/Review: SFTF Section 6/Task 1 report – Eric Curtit:**

Eric Curtit reported that the SFTF had approved the Section 6 Task 1 report, and that it had been distributed to all Board members by Steve Hewitt on January 24, 2014.

Eric noted that after a number of iterations of the report he believes "we finally have a useful document". He added "At the Annual Meeting I will dig deeper into the report and I will highlight key items in it." He noted that he will also "share an outline for what we will need to do for Task 2."

After some discussion regarding timeline and a way to move forward, it was agreed that fifteen more minutes should be added to the SFTF section of the Annual Meeting agenda (for a total of 45 minutes). This will enable Eric to make a presentation on the Task 1 report – what is in it – what it is intended for - and to begin to outline a plan for Task 2 and how to proceed.

Steve Hewitt will revise the Annual Meeting agenda to provide the SFTF agenda item with a 45 minute time slot.

**10.
Preparing for the NGEC Annual Meeting – Draft Agenda Review – Mario Bergeron/Steve Hewitt:**

- review/adjust preliminary agenda (confirm speakers; adjust times as needed, etc.)

Steve provided a brief review of the preliminary agenda and noted that speakers have now been confirmed. He will adjust the agenda as discussed today to add 15 minutes to the SFTF discussion.

After Steve gave the overview of the minor changes, it was agreed that the agenda should be revised as such, and posted to the website as a Final Draft agenda and distributed to industry members and the Board.

- Review attendee list – confirm Board members attendance for quorum

Steve reviewed the attendee list and reported that all Board members will be in attendance or represented at the Annual Meeting, with the exception of Oklahoma DOT due to Johnson Bridgwater's announced resignation from State service and no confirmation as to whether or not ODOT will remain involved with the NGEC. We need to ascertain if ODOT intends to stay on the Board. Steve noted that the nominating committee should contact ODOT about their intentions.

- Deadline for presentations to be submitted

Steve requests that all presentations be provided to him by COB February 19, 2014 so that he can put them all

on one thumb drive in advance of the meeting. February 20th will be a travel day for Steve.

- Is there a desire for call-in or web conferencing capabilities?

Steve reported that he has not made arrangements for web or teleconferencing as he has had no requests for it and asked "what is the pleasure of the Board?"

It was agreed that unless there is a demand for it, there will not be teleconference or web conference arrangements made for the Annual Meeting.

- Reminder: State members – use the latest form for submitting expenses for reimbursement

Steve reminded all state representatives attending the Annual Meeting to use the most recent expense reimbursement form and to follow all of the instructions contained in the form. The form was sent out to everyone a few weeks ago, but if anyone needs it again, Steve will send it again. Also he will have copies with him at the Annual Meeting.

- Reminder: nominating committee contact states to confirm interest in remaining on the Board or in joining the Board.

Steve reminded the nominating committee that it is their responsibility to contact current board members and other interested states to ascertain interest in being on the Board. The committee will be asked to submit the slate of state representatives at the Annual Meeting for consideration. Steve emphasized that the nominating committee does **not** submit a slate of officers – that is the responsibility of the new Board once it has been elected.

-Handouts for the Annual Meeting

Steve reported that the items to be included in the meeting packet are due to AASHTO by COB on February 7th. At this point Steve intends to submit to AASHTO the following items:

- DRAFT Minutes from this call
- The PRIIA Statute
- NGEC By-Laws
- Annual Meeting agenda
- Monthly Activities report as of January 31, 2014
- Industry Participants list
- Current Board member and support staff list
- Backgrounder document

No additional items were suggested for inclusion in the hand out packets. Steve will provide AASHTO with the list of items as noted above.

**11.
Other:**

Chairman Bergeron expressed his thanks, on behalf of the Board, to Steve Hewitt and AASHTO for their hard work in preparing for the Annual Meeting.

Congratulations to Ron Pate and the State of Washington on the Seahawks victory in the Super Bowl!

**12.
Adjourn:**

With no additional business to come before the Executive Board today, Chairman Bergeron adjourned this conference call meeting at approximately 12:25pm Eastern.

The next Executive Board Meeting is the Annual Meeting - February 21, 2014

Decisions/Action Items

The locomotive procurement: John Oimoen, IDOT, reported that the diesel-electric locomotive procurement is progressing well. The anticipated timeline is end of February, 2014 for contract award, with a Notice to Proceed anticipated shortly thereafter.

Public Affairs notification: Jeff Gordon will continue to provide the AASHTO, Amtrak and FRA public affairs officers with email notifications of NGEC activities. (ongoing)

The NGEC Future working group efforts: This working group will be reconstituted and reconvened after the first of the year (2014) (ongoing)

Grant agreement extension request: The revised SOW and Program Budget has been approved by the FRA. The amended grant agreement has been sent to Amtrak for review. Once approved it will be sent back to FRA for its review and ultimate approval. Once the amended agreement is approved it will be signed by FRA Administrator Szabo and Amtrak CFO Gerald Sokol. It is anticipated that there will be no problem in getting the agreement signed prior to the end of the current agreement (March 31, 2014).

Status of the Section 6/deployment project: Task 1 was approved by the SFTF. The next step is for all Board members to read the report between now and the Annual Meeting. At the Annual Meeting Eric Curtit will give a presentation highlighting the Task 1 report and provide an outline for Task 2. Steve Hewitt will add 15 minutes to the SFTF report section of the agenda to provide ample time for the presentation and discussion.

The 305/209 working group: The group is progressing well. There are two groups: one comprised of states that have signed NDA's and one that includes all state members of the working group.

An outline of the work plan is being developed, and Ron will work with AASHTO to develop a scope of work for a consultant to fill out the plan.

A five year outlook work sheet has been developed for states to fill out and submit to Amtrak. There will be a discussion of the work sheet on the February 5th 305-209 working group call.

Status update on the bi-level cars procurement: The final design review schedule is being finalized as is the mock up review schedule. Final car shell review is scheduled for the week of March 17, 2014 in Japan.

Recruiting additional state members for the NGEC: Ongoing.

NGEC Educational documents: The single page two-sided NGEC Backgrounders are still available in limited quantities. Copies can be requested by contacting Steve Hewitt at shewitt109@aol.com

Preparing for the NGEC Annual Meeting: Speakers have been confirmed. Some minor adjustments are to be made to the agenda (such as adding 15 minutes to the SFTF time slot). Once the changes are made, a FINAL DRAFT agenda will be posted on the AASHTO website and distributed to the Executive Board and the NGEC email list.

The nominating committee: The nominating committee will reach out to current Board member states to see if they wish to remain on the Board; and will reach out to interested states to ascertain if they would like to be involved in the NGEC at the Board level. At the Annual Meeting the nominating committee will put forth a slate of state representatives for consideration as Board members.

ATTACHMENTS



S305 NGEC Executive Board Conference Call
February 4, 2014
11:30 AM – 12:30 PM Eastern
Call in number: 866 299 7945 passcode: 1601544#

Agenda

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| 1. Welcome and Open the Meeting | Mario Bergeron |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Status Review | Steve Hewitt |
| 4. Approval of Minutes from January 21, 2014 | Mario Bergeron |
| 5. Grant Agreement Extension Request - letter of approval | Darrell Smith/John Tunna |
| 6. Status Update: 305– 209 Working Group | Ron Pate |
| 7. Status update: Diesel Electric Locomotive procurement | John Oimoen |
| 8. Status Update: Bi-Level Car procurement | Stan Hunter |
| 9. Discussion/Review: SFTF Section 6 Task 1 report | Eric Curtit |
| 10. Preparing for the NGEC Annual Meeting | Steve Hewitt |
| - review/adjust preliminary agenda (confirm speakers; adjust times as needed, etc.) | |
| - Review attendee list – confirm Board members attendance for quorum | |
| - Deadline for presentations to be submitted | |
| - Is there a desire for call –in or web conferencing capabilities? | |
| - Reminder: State members –use the latest form for submitting expenses for reimbursement | |
| - Reminder: nominating committee contact states to confirm interest in remaining on the Board or in joining the Board. | |
| 11. Other | All |
| 12. Review this meeting | Steve Hewitt |
| a. Decisions | |

b. Action Items

Next Meeting: February 21, 2014 - NGEC Annual Meeting – Washington, DC

DRAFT