

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

DECEMBER 7,  
2022

3:00PM EASTERN

WEBEX MEETING

<b>FACILITATOR</b>	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
<b>ATTENDEES</b>	<i>Tim Ziethen, Mike Murray for Jeff Gordon, Brian Beeler II, Amanda Martin, John Oimoen, Troy Hughes, Jason Biggs, Strat Cavros, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>Jeff Gordon, Ray Hessinger, Larry Salci, Shayne Gill, Strat Cavros</i>

## DECISIONS MADE

### 1. Welcome and Open Meeting – Tim Ziethen, Amtrak:

FASC Chair Tim Ziethen opened the meeting and asked Steve Hewitt to call the roll.

### 2. Roll Call – Steve Hewitt:

After calling the roll, Steve Hewitt could not immediately confirm the presence of a quorum, but soon after the meeting began additional states joined and a quorum was confirmed.

### 3. Approval of Minutes from the 11-9-22 conference calls – Tim Ziethen, Amtrak

On a motion by Jason Biggs, WSDOT, and a second by Amanda Martin, Iowa DOT, the minutes from the 11-9-22 FASC call were approved as submitted.

### 4. Treasurer’s Update – Tim Ziethen:

Balance and Spend Rate:

Preliminary Report through October 2022:

Total Initial Grant Amount: \$1,250,000.  
 Expenses Incurred through OCTOBER 2022: \$1,060,641.29  
 Balance remaining: \$ 189,358.71  
 Current Spend Rate per month (as info and used in calculating): \$14,529.33  
 Estimated Balance at the end of the Extension Period (Contingency): \$29,536.05

Note:

The estimated balance will be where the costs for the website refresh will be derived. The contract with iEngineering is a Fixed Price Contract (not to exceed \$12,000.00) and is paid upon completion.

### 5. Updating the two-pager for 2023 – Steve:

On 11-15-22, the Executive Board accepted the concept, as approved by the FASC, for updating the NGEN two pager for 2023. Steve Hewitt and Ray Hessinger agreed to work with MODOT to provide the agreed updates to the content and to incorporate new photos to refresh the document. Steve reported that he had received photos from IDOT, Caltrans, Amtrak and anticipated receiving a new photo from WSDOT. (Jason Biggs, WSDOT, confirmed the picture would be forthcoming this week). Steve also noted that most of the updated data for the Timeline on page one has been provided. He has received the number of Chargers in service (82) and the number of Venture cars in service (30) from John Oimoen – thank you John), and needs to confirm the anticipated date for completion of Bi-Level passenger rail car specification Revision D. He hopes to get that confirmation from Tammy Krause on the 12-8-22 NGEN Technical subcommittee call.

Steve and Ray will be meeting on Friday 12-9-22 and will work through the changes, pick pictures, and provide Tim Ziethen a chance to review it. After that, the draft comments and photos will be sent for formatting to Laura Seabaugh, MODOT graphic arts, with a cc to Troy Hughes.

The next step would then be for MODOT to provide a draft for Executive Board for its review and consideration of approval. The intent is to have the 2023 version ready and available by the 2-3-22 NGEC Annual Meeting.

**Website Refresh Status Update – Steve Hewitt:**

iEngineering provided the sub-group (comprised of Ray Hessinger, Steve Hewitt, Tim Ziethen (NGEC) and Strat Cavros, David Dubov, Shayne Gill and Rebecca Anger) with the NGEC website refresh beta release for review and comment. iEngineering requested that these comments be submitted by 12-5-22. Steve Hewitt and Ray Hessinger met and went over the website thoroughly and on 12-5-22 submitted extensive changes to both content and format.

In submitting the comments, Ray and Steve asked for a web call with iEngineering and the sub-group to go over the site with the changes and/or answer any questions they may have with what we proposed. The date of 12-12-22 was proposed for the meeting.

iEngineering has not yet responded (12-7-22) to the comments or the meeting request.

**7.**

**Amtrak/NGEC CRISI Grant application – Tim Ziethen:**

Tim Ziethen reported that the Amtrak/NGEC CRISI Grant submitted to the FRA in advance of the deadline. The application has now been uploaded to the FRA website. FRA will review all applications received and make determinations. Tim noted that the timeline is likely months before a decision is made, but noted that in the interim “we” could here from FRA with questions.

The application is for \$2 million with a period of 5 years (although a sunset date is not known – Tim is checking). Amtrak is providing the 20% match (\$400,000) using non-federal funds (fare box), with the FRA providing the remaining \$1.6 million.

Tim noted that he feels good about the application. He believes “we” made a good case. The application is comprehensive – more than thirty-five pages with included attachments.

Steve Hewitt added that the application received many letters of support including individual states, passenger rail car and locomotive manufacturing and supply companies, individual industry members, and associations such as AASHTO, the States for Passenger Rail Coalition, Inc. (SPRC) and the Rail Passenger Association (RPA).

Tim agreed and added that Meghan Hstand, Amtrak Grants, noted that the support was impressive. Tim is following up with Meghan for a list of support letters.

Tim noted that this application also received strong support from within Amtrak adding that the support went “all the way to the top”.

**8.**

**Other issues/questions – All:**

Steve Hewitt reminded FASC members that the NGEC Annual Meeting is forthcoming – 2-3-22 – and that the agenda is coming together well.

Steve also reminded Tim that a FASC and Treasurer’s Report presentation is called for and that he (Tim) usually provides a DRAFT at the last FASC meeting for member review and comment. The next FASC meeting is 1-4-23 and that is the last one to take place prior to the Annual meeting.

Tim agreed and noted he will have a DRAFT “slide deck” in advance of the 1-4-23 FASC call.

**Adjourn:**

With no other business forthcoming, Tim Ziethen adjourned the call at 3:35pm Eastern.

By Computer: <https://stephenhewittthewittconsulting.my.webex.com/meet/shewitt109>

by phone: 1-415-655-0001

Access code: 126-073-1531

**Next call – 1-4-23**

### Decisions - Action Items

#### **Treasurer's Report – 12-7-22:**

Balance and Spend Rate:

Preliminary Report through October 2022:

Total Initial Grant Amount: \$1,250,000.

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#### **Amtrak CRISI Grant Application for NGEC funding:**

As of 12-7-22:

Tim Ziethen reported that the application was submitted to FRA before the deadline and is now uploaded on the FRA website.

The application is for \$2 million with a period of 5 years (although a sunset date is not known – Tim is checking). Amtrak is providing the 20% match (\$400,000) using non-federal funds (fare box), with the FRA providing the remaining \$1.6 million. The application is comprehensive – more than thirty-five pages with included attachments.

The application received strong support internally from Amtrak (all the way to the top) and from associations such as, AASHTO, SPRC, RPA, from individual states, and from the major rail manufacturing and supply companies as well as individual members of the industry. The letters of support were submitted with the application.

#### **NGEC two-pager:**

Distribution of Educational Document 2022:

As of 12-7-22, 625 copies of the NGEC 2022 two-pager educational document have been distributed.

Updating the two-pager:

On 12-7-22, Steve Hewitt reported that he had received photos from IDOT, Caltrans, Amtrak and anticipated receiving a new photo from WSDOT. (Jason Biggs, WSDOT, confirmed the picture would be forthcoming this week). Steve also noted that most of the updated data for the Timeline on page one has been provided. He has received the number of Chargers in service (82) and the number of Venture cars in service (30) from John Oimoen – thank you John), and needs to confirm the anticipated date for completion of Bi-Level passenger rail car specification Revision D. He hopes to get that confirmation from Tammy Krause on the 12-8-22 NGEC Technical subcommittee call.

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**Quarterly Grant Progress Reports to FRA:**

The FFY 2022 (fourth quarter) report was submitted on time.

The next report (first quarter 2023) is due to FRA by COB 1-31-23.

**NGEC Website Refresh:**

As of 12-7-22:

In late November, iEngineering provided the sub-group (comprised of Ray Hessinger, Steve Hewitt, Tim Ziethen (NGEC) and Strat Cavros, David Dubov, Shayne Gill and Rebecca Anger) with the NGEC website refresh beta release for review and comment. iEngineering requested that these comments be submitted by 12-5-22. Steve Hewitt and Ray Hessinger met and went over the website thoroughly and on 12-5-22 submitted extensive comments and changes to both content and format.

In submitting the comments, Ray and Steve asked for a web call with iEngineering and the sub-group to go over the site with the changes and/or answer any questions they may have with what we proposed. The date of 12-12-22 was proposed for the meeting.

iEngineering has not yet responded (12-7-22) to the comments or the meeting request.

**2023 NGEC Annual Meeting – 2-3-23:**

On 12-7-22, Steve Hewitt reminded FASC members that the NGEC Annual Meeting is forthcoming – 2-3-22 – and that the agenda is coming together well.

Steve also reminded Tim Ziethen that a FASC and Treasurer’s Report presentation is called for and that he (Tim) usually provides a DRAFT at the last FASC meeting for member review and comment. The next FASC meeting is 1-4-23 and that is the last one to take place prior to the Annual meeting.

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Next Call 1-4-23

**ATTACHMENTS**



*Our Vision: The NGEN provides national leadership in standardization, acquisition, and management of passenger rail equipment.*

**SECTION 305 NGEN Finance and Administrative Subcommittee (FASC)**

**Web Ex video/audio information:**

By Computer: <https://stephenhewitthewittconsulting.my.webex.com/meet/shewitt109>

by phone: 1-415-655-0001

Access code: 126-073-1531

**AGENDA  
12-7-22**

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|--|--------------|
| 1. Welcome/Open                                | Tim Ziethen  |
| 2. Roll Call                                   | Steve Hewitt |
| 3. Approval – Minutes from 11-9-22             | Tim Ziethen  |
| 4. Treasurer’s Update- Balance and Spend Rate  | Tim Ziethen  |
| 5. Two-pager 2023 version – status             | Steve        |
| 6. Website Refresh Status Update               | Steve        |
| 7. Update: Amtrak/NGEN CRISI grant application | Tim          |
| 8. Other Issues/Questions                      | Tim          |

**Next Call 1-4-23**