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

## SECTION 305 NGEC Executive Board

MINUTES

FEBRUARY 21, 2023

11:30 EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Ray Hessinger, Chair S305 NGEC Executive Board</i>
<b>ATTENDEES</b>	<b>Board Members:</b> Ray Hessinger, George Hull, Jeff Gordon, Mike Jenkins, Mike Jenkins also as proxy for Amanda Martin, John Oimoen, and Jason Biggs, Tim Ziethen, Troy Hughes, Richard Kedzior, Brian Beeler II <b>Support Staff and Colleagues:</b> Steve Hewitt, Mike Murray, Dave "Mr. Emeritus/Cone" Warner, Tammy Krause, Larry Salci, Joe Paul, Strat Cavros, Shayne Gill
<b>ABSENTEES</b>	<b>Board Members: Support:</b> John Oimoen. Jason Biggs, Jason Orthner, Kyle Gradinger, Gurleen Boparai, Barley Fields, Patrick Centolanzi

### DECISIONS MADE

**1.**

**Welcome – Ray Hessinger, NYSDOT, Chair, NGEC Executive Board:**

Chairman Ray Hessinger, NYSDOT, opened the meeting, and Steve Hewitt called the roll.

**2.**

**Roll Call –Steve Hewitt, NGEC Program Manager:**

Following the roll call, Steve Hewitt confirmed the presence of a quorum.

**3.**

**Action items Review – Steve Hewitt:**

The action items review was tabled for this meeting. These minutes provide the current status.

**Industry Participation:**

Industry involvement continues to be consistent at just over two hundred participants.

Several new members were added this month as a follow up to the Annual Meeting.

**2023 NGEC two-pager Handout Flyer:**

The 2023 version of the two-page educational flyer is now available electronically or in hard copy by request from Steve Hewitt. It is also posted on the NGEC website [www.ngec.org](http://www.ngec.org).

To date: seventy-five hard copies and 250 electronic copies have been distributed.

**VIA Rail Equipment Procurement:**

VIA Rail gave a detailed presentation during the 2023 NGEC Annual Meeting. The presentation is available on the NGEC website or by request from Steve Hewitt.

**Next Update - 2024 – NGEC Annual Meeting**

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**Multi-State Venture Cars Procurement:**

A detailed presentation was provided at the Annual Meeting.

**Next Update – 3-7-23**

**Connecticut DOT Rail Car Procurement:**

As of 1-5-23 proposals were due by the end of the month (January). At that point they will enter the “cone of silence.”

**Next Update – as appropriate**

**Metro-North Dual Mode Locomotive Equipment:**

A detailed presentation was provided at the Annual Meeting

**Next Update – 3-7-23**

**Amtrak Vehicle Procurements:**

A detailed presentation was provided at the Annual Meeting

**Next Update – 3-7-23**

**4.**

**Summary Overview NGEC 2023 Annual Meeting - Ray/Steve/All:**

Ray Hessinger provided an overview of the Annual Meeting.

He reported that he thought the meeting went very well. It was great to be able to re-connect with so many colleagues in-person. The meeting was well attended with about 70 in-person and approximately 45-50 joining the meeting virtually.

Ray commented that the presentations were informative and helped in getting more members and in showing the value that the NGEC brings.

The highlight again this year was the visit by FRA Administrator Amit Bose who dropped in and gave some remarks to the NGEC members. His engagement with the NGEC’s activities is greatly appreciated.

Administrator Bose told the NGEC members that he “dropped by” to say thank you and to “stress how important I view the ongoing work of the Committee and what you have done to date.

“The enthusiasm level is big...your work feeds into that effort...we have the money” now, but the “next five-year bill is not far away...if we can show “on time and on budget” equipment, “the next bill will recognize that.”

A thank you letter was prepared and signed today (2-21-23) by Ray on behalf of the NGEC. It will be sent later today.

Steve Hewitt concurred with Ray’s comments on the meeting and confirmed that total attendance was around 115-120.

Steve also noted that “we gained three new industry members” following the meeting and that is always a positive sign – especially after 13 years. It shows that interest in the work of the NGEC remains strong and has been sustainable for a very long time.

Steve also agreed that the presentations were informative and certainly demonstrated the NGEC value and the results of the hard work that has been put in over the years by mostly volunteer participation.

**5.**

**Approval of the Minutes from the 2-3-23 NGEC Annual Meeting– Ray Hessinger, NYSDOT:**

On a motion by Oregon DOT, and a second by Washington State DOT, the minutes from the 2-3-23 Annual Meeting were approved as presented.

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**6.**

**Summary – NGEC Bi-Level Specification Review Panel Report and Recommendations - Larry Salci:**

Larry Salci provided a summary overview of the Bi-Level Specification Review Panel Report and its recommendation.

The Panel met on 2-14-23 and went through the DRAFT Report thoroughly and called for 17 or 18 additional changes. Larry noted that the Panel conducted a substantial review.

In total there were 175 Document Change Requests (DCR's). Of those 175, there were 129 approved, 46 disapproved. Some of those disapproved were duplicates. The DCRS were handled in accordance with the NGEC procedures identified in 305-100.

Following the Review Panel meeting, Larry made the requested revisions to the Report and, via email vote, (completed on 2-17-23) the Review Panel approved it for submittal to the Executive Board with a recommendation that it be accepted and the Revision D be adopted.

Larry noted that the approved changes "upgrades and clarifies the spec". He added that all NGEC/PRIIA specs are identical in format and structure and easy to cross reference.

Ray Hessinger added an "editorial comment" that the earlier revisions such as C.1,2,3,4 were during the procurement in which ARRA funds were used. ARRA mandated the use of NGEC specs – so when California and the vendor had a change order (during the procurement process) it came back to the NGEC. This is no longer a requirement - which is a great benefit because under the previous mandate the NGEC found itself inserted in the middle of a procurement between the vendor and the procurer and that is "not a place where we belong".

In closing, Larry Salci, recommended that the report be approved and the revisions to the Bi-Level specification be adopted. They improve the spec and add "clarity and specificity" to it.

**7.**

**Consideration of acceptance of the Review Panel Report and Recommendations and adoption of Bi-Level Railcar specification Revision D – Ray Hessinger:**

Ray Hessinger asked if there were any comments. Hearing none he called for a motion to accept the Review Panel Report and its recommendations and to adopt the revisions to the Bi-Level Specification as presented. The adoption of the changes will result in Revision D to the specification.

A motion to adopt Revision D as presented was offered by Oregon DOT and was seconded by WSDOT.

With no further discussion, Ray Hessinger asked Steve Hewitt to call the roll of voting members present.

Each voting member voted in the affirmative by voice vote.

With all members present voting in the affirmative, and a quorum having been confirmed, Ray Hessinger determined that consensus was achieved and the motion is carried.

Larry Salci will send the final version of the report and list of changes to Steve Hewitt and he will distribute to the Board members. Tammy Krause will work with the Technical Writer to complete the work on updating the specification to Revision D.

Steve Hewitt noted that this is a "great accomplishment." Ray agreed and thanked the Technical subcommittee, Larry Salci and the Review Panel members for their hard work in getting this done.

**8.**

**Update: Document Control – analysis of needs/costs and priorities through 9-30-23 – Tammy Krause:**

Ray Hessinger gave an overview of the scope and budget for the Technical Writer through 9-30-23 that was provided by Tammy Krause in advance of today's call. The scope and budget are inserted below.

Ray noted that there needs to be a close look at this scope and other anticipated costs to get a clear picture of where the NGEC stands currently as it is closing in on exhausting its current funds as it approaches the end of the current grant period.

Ray then assigned the Finance and Administrative subcommittee (FASC) – chaired by NGENC Treasurer, Tim Ziethen, to look at this scope and budget and look at all of the anticipated costs as well as all of the activities of the NGENC and related costs through 9-30-23. He also asked that the FASC look into potential gap funding options if needed.

Ray noted that the first priority is to complete the technical writing to incorporate the “just adopted” revisions to the Bi-Level specification. Beyond that, it is critical to understand what funds remain and how should they best be spent between now and the end of the current grant period.

Steve Hewitt asked Tammy to look at the scope, budget for the Technical Writer, and revise it to show what has to be done – what is the priority in the face of a bare bones budget. He asked that she get it to him in advance of the FASC.

### **Technical Writer Work Scope for PRIIA**

#### **February 1, 2023, through September 30, 2023**

The technical writer will provide as-needed support to the PRIIA organization. The tasks that this includes are:

- Providing the editing and updating of the existing PRIIA specifications,
- Providing the technical writing for the creation of new PRIIA documents,
- Providing the technical writing for the creation of new PRIIA specifications,
- Attending update phone conferences,
- Attending Weekly Status Meeting,
- Additional technical writing needs as requested.

The estimated hours for these tasks are:

Technical Writing/Updating Bi-Level Specification	= 70 hours
Weekly Status Meetings	= 30 hours
Miscellaneous Tasks	= 10 hours
Updating Files	= 10 hours
<b>Total Hours</b>	<b>= 120 hours</b>
Rate	@ \$106.07
<b>Total Estimated</b>	<b>\$12,728.40</b>

### **9.**

#### **FASC Update and Treasurer’s Report – Tim Ziethen:**

Tim Ziethen agreed that the FASC will begin looking closely at all costs at its next meeting which is next week – 3-1-23.

Tim provided the current balance and spend rate through December:

Balance and Spend Rate:

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

Expenses Incurred through December 2022: \$1,084,266.74

Balance remaining: \$165,733.26.

Estimated spend at current rate for the balance of the grant: \$130,112.01.

Current Spend Rate per month (as info and used in calculating): \$14,456.89.

Estimated Balance at the end of the Extension Period (Contingency): around \$35,621.25.

Tim commented that the balance at the end of the grant period does not yet include the \$12,000. To be paid to iEngineering for the website refresh. After paying that bill, the balance is around \$23,000.

Historical imbedded costs such as the Annual Meeting, spec review (Larry Salci), and Casamar (Technical Writer) are in the run rate. The challenge is over the nine months (beginning in January 2023) is pulling out what is imbedded – which is a number that is available and add back in to the \$23,000 remaining balance. When you do this at what appears to be anticipated brings “us to within 100’s of dollars remaining at the end.

Tim continued, “If the historical costs are north of imbedded costs on average, we may just squeak by within pennies”. It is “very tight.”

Tim noted that part of the FASC discussion will be “if it goes over, do we adjust (activities) or find gap funding. The best case is landing with a marginal balance... or we go a little over which we cannot do without new funds.

Ray Hessinger commented that there needs to be a “critical analysis” done for next week’s FASC meeting.

Tim agreed, and noted that he will reach out to Amtrak Grants office to see about potential gap funding.

Tim added that a question to be asked after the analysis is “do we talk about approaching FRA for funding for the shortfall?”

The discussion ended with Ray Hessinger commenting that he looks forward to next weeks FASC meeting to get a sense of where things stand.

**10.  
Other – all:**

With no other business forthcoming, Ray Hessinger adjourned the meeting at 12:07 pm Eastern.

**Next Executive Board Meeting 3-7-23**

**Decisions/Action Items**

**Treasurer’s Report – 2-21-23:**

Balance and Spend Rate:

Total Initial Grant Amount: \$1,250,000.  
Expenses Incurred through December 2022: \$1,084,266.74  
Balance remaining: \$165,733.26.  
Estimated spend at current rate for the balance of the grant: \$130,112.01  
Current Spend Rate per month (as info and used in calculating): \$14,456.89.  
Estimated Balance at the end of the Extension Period (Contingency): around \$35,621.25.

Tim commented that the balance at the end of the grant period does not yet include the \$12,000. To be paid to iEngineering for the website refresh. After paying that bill, the balance is around \$23,000.

On 2-21-23, the FASC was assigned the task of doing a critical assessment of the NGEN’s remaining funds and the anticipated costs and provide a clear picture for going forward to the end of the current grant period which ends on 9-30-23.

**2023 NGEN Backgrounder educational document:**

The 2023 version of the two-page educational flyer is now available electronically or in hard copy by request from Steve Hewitt. It is also posted on the NGEN website [www.ngen.org](http://www.ngen.org).

To date: 75 hard copies and 250 electronic copies have been distributed.

**Status – Multi-State Rail Car Procurement as of 2-21-23:**

*The remaining Cab Car FDRs are in the final review and closure stage and the Cab Car dynamic framing representative approach has been submitted to FRA for review. IDOT Café Car system level FDR reviews are nearly closed.*

*The Cab Car Collision and Corner Post Appendix F testing is complete and the test report has been approved. The Cab Car emergency egress demo occurred on October 25 with Amtrak and FRA in attendance. The Cab Car F-Coupler FAI and truck swing test is tentative for February.*

*122 cars are in production or have been produced at Siemens Sacramento Facility. IDOT coaches are currently in revenue service and Caltrans is planning revenue start first half of 2023 once all necessary agreements are in place. A detailed presentation was provided at the Annual Meeting*

**Next Update – 3-7-23**

**Status: – Connecticut DOT Rail Car Procurement as of 1-5-23:**

On 1-5-23, Marci Petterson, CtDOT reported that they expect to receive proposals by the end of January. At that

point they will enter the “cone of silence.”

**Next Update – as appropriate**

**Status - Metro-North Dual Mode Locomotive Equipment:**

A detailed presentation was provided at the Annual Meeting

**Next Update – 3-7-23**

**Status - Amtrak Vehicle Procurements:**

A detailed presentation was provided at the Annual Meeting

**Next Update – 3-7-23**

**Status - Document Control Management as of 2-21-23:**

The Bi-Level Specification revisions were adopted by the Executive Board on 2-21-23. The next step is to get them to the Technical Writer.

Below is the scope of work and budget for the Technical Writer. Tammy will provide a “must do” priority scope and budget for the FASC to review as it assesses the NGEN’s remaining funds and prioritizes the work plan going forward to 9-30-23.

**Technical Writer Work Scope for PRIIA  
February 1, 2023, through September 30, 2023**

The technical writer will provide as-needed support to the PRIIA organization. The tasks that this includes are.

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**Next Update – 3-7-23**

**VIA Rail Equipment Procurement:**

VIA Rail gave a detailed presentation during the 2023 NGEN Annual Meeting. The presentation is available on the NGEN website or by request from Steve Hewitt.

**Next Update: 2024 – NGEN Annual Meeting**

**Status CRISI Grant Application:**

On 12-13-22, Tim Ziethen reported that the CRISI Grant for funding for the NGEN was submitted on time (early). He thanked the Board for its feedback – especially in light of the short turnaround time.

Tim has requested a count on the number of support letters received and included with the application package.

Tim added that the Amtrak grants office was impressed with the number of support letters and the enthusiasm for this application.

The grants office also noted that the application was a strong and well put together document.

<b>Next Update: As appropriate.</b>
<b>Updates: States and Amtrak – Charger Locomotive and Venture Cars Experience:</b> Detailed Updates were provided during the 2023 Annual Meeting. <b>Next Update: As appropriate</b>
<b>Next Meeting -3-7-23</b>

**NGEC Executive Board Meeting**

**2-21-23**

**11:30 AM – 12:30 Noon Eastern**

**By computer:**

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

**By phone:**

**1-415-655-0001**

**Access code:**

**126-073-1531**

**Agenda**

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|---|---------------|
| 1. Welcome and Open the Meeting   | Ray Hessinger |
| 2. Roll call  | Steve Hewitt  |
| 3. Action Items Status Review   | Steve Hewitt  |
| 4. Summary Overview NGEC 2023 Annual Meeting  | Ray/Steve/All |
| 5. Approval of Minutes from 2-3-23 NGEC Annual Meeting  | Ray Hessinger |
| 6. Summary – NGEC Bi-Level Specification Review Panel Report and Recommendations  | Larry Salci   |
| 7. Consideration of acceptance of the Review Panel Report and Recommendations<br>And adoption of NGEC Bi-Level Railcar Specification Revision D                     | Ray Hessinger |
| 8. Document Control – analysis of needs/costs and priorities over the next 7 months   | Tammy Krause  |
| 9. FASC Update  | Tim Ziethen   |
| <ul style="list-style-type: none"> <li>- Balance/Spend Rate</li> <li>- Review of anticipated expenses and budget</li> <li>- Setting potential next steps</li> </ul> |               |
| 10. Other   | All           |
| 11. Adjourn   | Ray Hessinger |

**Next Executive Board Webex meeting 3-7-23**