

SECTION 305 TECH SUB COMM

MINUTES

MARCH 25, 2010

3:00 PM EST

CONFERENCE CALL

FACILITATOR	<i>Mario Bergeron, CMO Amtrak and 305 Technical Subcommittee Chair</i>
ATTENDEES	<i>Mario, Dale, Steve Hewitt, Shayne Gill, Kevin K, Eloy, Dharm, Charles Bielitz, Jeff Gordon, Gary Fairbanks, Stan, Steve F, Bob, Charles P, Jack, Andrew, George, Tammy, Kevin L, Rob, Michael, John Tunna, Mary</i>
ABSENTEES	<i>Ken, Gil, Allan</i>

DECISIONS MADE

Minutes of the Conference Call meeting held March 18, 2010 were approved unanimously.
The subcommittee agreed that Steve Hewitt (AASHTO) will be the keeper of the Subcommittee's email list and will keep it updated. As new members/contacts are added – Steve will circulate it to all members to maintain accuracy and consistency.
The subcommittee unanimously approved the Agenda and Administrative Structure /conference call meeting format - as presented by Chairman Mario Bergeron. (see attached March 25 agenda item #5 for description)
It was agreed that Steve Hewitt will be the keeper of the "industry participants" list and will update and circulate it as more industry representatives submit "expression of interest" forms attached to Mario's March 15 letter to the industry.

Action Items Update (New and Current)

State DOT responses, comments, exceptions, to the Clearance Diagrams and Platform Heights requirements, previously distributed to all subcommittee members by Dale Engelhardt, are to be submitted to Dale prior to the next conference call – Thursday, April 1, 2010. It is preferred that all subcommittee member states respond whether or not they have comments – but if any state does not submit a response – it will be assumed that they have no comments or exceptions.
States who are not committee members/participants will be polled via the AASHTO States survey (already an action item of the 305 Executive Board). This survey will be comprised of questions provided to Shayne Gill (AASHTO) by Amtrak and FRA. Dale Engelhardt /Ken Uznanski have converted hard copy information from an earlier (2005) states survey to electronic format, and will provide it to Shayne for distribution to the states. Eloy Martinez has additional questions to be included in the survey and will provide those to Shayne and all subcommittee members by COB March 25 (following the call)
Shayne Gill and George Weber, Illinois DOT reported on logistics for the upcoming subcommittee and industry meeting to be held in Chicago, April 22 nd at the Thompson Center. Registration and logistics information has been sent out to subcommittee members and to broad email lists of industry representatives and/or organizations. To date there have been 30 registrations.
Since Dale had previously proposed a meeting format that would include approximately 8-10 "family product" break out groups, George had been asked to look into reserving additional conference room space at the center. He expects to add an additional room that will hold 25-30 people. He will know for sure by tomorrow (March 26). George will also provide Dale with a seating diagram of the auditorium if one is available. George reported that he has arranged for audio-visual capabilities for the meeting.
Dale led a discussion of a draft agenda for the April 22 meeting in Chicago. Copies of the draft agenda and a break out session form were distributed to subcommittee members just prior to the call. Members are asked to

review the two documents and provide Dale with any comments or suggestions prior to the next conference call (Thursday April 1). It is the intent of the Chair to have the agenda finalized by the conclusion of the April 1st call.

The issue of "Buy American" requirements as they pertain to PRIIA was raised by Shayne Gill, after having participated in a states/FRA conference call earlier in the day. "Buy American" was raised on the call a number of times, by FRA Deputy Administrator Rae in relation to Section 305. Kevin Kesler will have an internal discussion and will report back to the subcommittee next week. He will also be prepared to discuss, in Chicago, "Buy American" requirements with respect to technical aspects of "305" through PRIIA, if deemed appropriate.

Steve Hewitt identified the Action items resulting from today's call. Those items will be summarized in the minutes and tracked on a separate "Action Item" form to be distributed with the minutes. The meeting adjourned at approximately 4:00pm Eastern

ATTACHEMENTS

PRIIA Section 305 Tech Sub Committee Meeting **March 25, 2010**

The agenda for the meeting is below:

1. Roll Call: AASHTO/Steve Hewitt
2. Review and approval of Minutes from the March 18, 2010 meeting. Chair
3. Status update on current Action items: Chair
 - a. Accuracy of (E)Mailing list: AASHTO/Steve Hewitt
 - b. Clearance Diagram Responses: DOTs
 - c. Platform Heights Responses: DOTs
 - d. April 22 Meeting Logistics: Shayne Gill / George Weber
 - e. Proposed Meeting Agenda and Break Out Groups for April 22: Dale Engelhardt
 - f. Forward past state surveys to E Martinez and D. Engelhardt: **Completed**
 - g. Review Industry participation response: AASHTO/Steve Hewitt
4. Status update from each initiatives:
 - a. TBD
5. Proposed Agenda Items:
 - a. Administrative Structure: Mario Bergeron
 - b. Agenda items by COB following Monday to the S305 Sub Committee email address cc Steve Hewitt: Chair's Office
 - c. Agenda Released by Wednesday 12 PM EST for Next Meeting: Chair's Office
 - d. Meeting minutes published by COB on the Friday after the meeting: AASHTO/Steve Hewitt
 1. Meeting Attendees
 2. Decisions Taken
 3. Action Item Updates (New and Current)
6. Review of New Action Items: AASHTO/Steve Hewitt

30 Minute Technical Sub Committee Conference Call Meeting:
Every Thursday 3PM EST: 1-800-209-1307 / passcode 6486648

NEXT MEETING / CONFERENCE CALL: April 1 3:00-3:30 pm EST

BRIDGELINE NUMBER 1-866/209-1307 x6486648

