

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES OCTOBER 19, 2016 3:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Darrell Smith, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Darrell Smith, Brent Thompson, Amanda Martin, Amana Martin also as proxy for Arun Rao, Michael Lestingi, Jeff Gordon, Beth Nachreiner, Shayne Gill, Strat Cavros, Steve Hewitt</i>
ABSENTEES	<i>Ray Hessinger, Eric Curtit, Tim Hoeffner, John Pagano, Brian Beeler II, Arun Rao, Lynn Everett, Sal DeAngelo, Jason Biggs, Larry Salci, Vincent Brotski, Nico Lindenau,</i>

DECISIONS MADE

1. Welcome and Open Meeting – Darrell Smith:

Subcommittee Chair Darrell Smith, Amtrak, opened the conference call meeting and asked Steve Hewitt to call the roll.

2. Roll Call – Steve Hewitt:

Steve Hewitt called the roll, but could not confirm the presence of a quorum. It was agreed that the meeting would continue for information purposes, but no votes or decisions would be made.

3.

Action Items Review – Steve Hewitt: The review was suspended for today's call. A status is provided below.

Action Items Status as of 10-19-16

Legislative Outreach Task Force – developing a strategy and implementation plan to obtain future federal funds for the NGEC: Each state member and Amtrak is to work with its Government Affairs office and ask that the two pager (currently being finalized) be included in its package during Hill visits to keep the NGEC on Congress' radar even though we are not yet ready to ask for more money.

A "regular update/report card/dash board" will be developed through the NGEC Legislative Task Force with the intent that it be provided to Congress through the states and Amtrak Government Affairs Offices as a means of continuing the outreach and education on the activities of the NGEC.

The first such update will be the "two-page" educational document being finalized for Executive Board approval.

Status: On 9-20-16 the NGEC Executive Board approved the revised two page educational/outreach document. MODOT has finalized it and it was sent to Board members and the FASC for a final review this week. The latest version includes a new rendering of the Bi-Level car as provided by Caltrans.

Preparing the New Grant SOW and budget for the period beginning 10-1-16 through 9-30-19: On 9-14-16, the FASC accepted as amended, the DRAFT Scope and Budget for submittal to the Executive Board for its consideration on - 9-20-16. This action adheres to the schedule as defined on the last call.

Status: On 9-20-16 the NGEC Executive Board approved the SOW as presented, and previously approved, by the FASC. Amtrak and FRA grants worked together to revise the format, but did not change the scope or budget. On October 14th FRA informed Amtrak that the Grant application has been filed with the SOW included.

Agenda item 5

Closing out the current Grant Agreement – Final package was submitted to FRA on time.

A close out project report will be due by early to mid-December and will be prepared by the FASC for Executive Board review and approval. The form to be used for the project report has been provided to all FASC members.

Agenda item 7

4. Approval of Minutes from the 9-21-16 FASC conference call– Darrell Smith:

Due to the lack of a quorum, the approval of the minutes from 9-21-16 was tabled until the next call (11-16-16).

5. Status: New 3-year Grant Agreement – Darrell Smith:

Darrell Smith reported that the application was formally submitted by Amtrak to the FRA Grants office and is in the process of being turned into a grant agreement. The application, as submitted, does include the SOW and budget as approved previously by the NGECE Executive Board. As Darrell understands it, no issues have come up and it is with the FRA lawyers.

Michael Lestingi, FRA, concurred that he is unaware of any issues, but has not gotten the latest news on its status. Michael will look into where it stands in the process.

Strat Cavros, AASHTO, asked if the grant was retroactive to October 1, 2016, and Darrell responded "yes – it is dated October 1, 2016." Again, Darrell reiterated that he has not hear of any issues or changes to the SOW or budget.

Darrell will provide Steve Hewitt with the final version of the Scope, as submitted to FRA and Steve will provide to FASC members following today's call.

6. Grant Quarterly Report - Milestones – Darrell Smith:

Darrell Smith reported that the new grant quarterly report is a little different than the report used for the last grant. The new report calls for a status of milestones. Darrell asks that FASC members review the SOW and provide input on their thoughts in regards to milestones that should be included in the report.

Shayne Gill suggested that jobs numbers from the two procurements would be very helpful as milestones. Several times requests have gone out to both Siemens and Nippon Sharyo requesting those numbers, but to no avail.

It was agreed that these numbers would be very helpful and should be included in the quarterly reports if they can be obtained. Steve Hewitt will put this on the proposed Executive Board agenda for next week's Board call. IDOT and Caltrans will be asked if they can get jobs numbers to the NGECE for the quarterly report.

Shayne also suggested that the two states provide a bullet on jobs on their bi-weekly procurement updates. This will be raised on the Board call as well.

7. Close Out Project Report – Darrell Smith:

The project close out report form has been sent to all FASC members. The report is due in December (the goal is December 1, 2016).

Darrell Smith will prepare a first Draft of the report for review by the FASC on its next call – 11-16-16. The intent is to get FASC approval on that call and to send it to the Executive Board for its consideration on its call on 11-22-16.

8. Status: Finalizing the Educational Outreach two/pager – Steve Hewitt:

Steve Hewitt reported that this document is being reviewed by all Board members as a last look, before it goes to print. If there are no errors found, it is anticipated that Chairman Curtit will ask Steve Hewitt, following the 10-25-16 Executive Board call, to send it to AASHTO for printing.

9. Other Issues/questions – All:

Steve Hewitt asked Shayne Gill to confirm the date of SCORT and the NGECE Annual meeting, as the process for developing an agenda and planning for the 2017 NGECE Annual Meeting will kick off next week on the Executive Board call.

Shayne confirmed that the NGECE Annual Meeting will take place on Friday February 24, 2017 at the Hyatt Regency on Capitol Hill with the room to be determined. SCORT, SPRC and SAIPRC will all take place that week beginning on Tuesday February 21st at the Hyatt.

Shayne will send Steve Hewitt a "Save the Date" email for distribution to all NGECE members announcing all the aforementioned meetings and their dates.

10.

Adjourn – With no other business brought forth on today's call, Darrell Smith adjourned the meeting at approximately 3:24PM Eastern.

**Next Finance and Administrative subcommittee conference call November 16, 2016
866 209 1307 access code: 9786620#**

Decisions and Action Items

Legislative Outreach Task Force – developing a strategy and implementation plan to obtain future federal funds for the NGECE: Each state member and Amtrak is to work with its Government Affairs office and ask that the two pager (currently being finalized) be included in its package during Hill visits to keep the NGECE on Congress' radar even though we are not yet ready to ask for more money.

A "regular update/report card/dash board" will be developed through the NGECE Legislative Task Force with the intent that it be provided to Congress through the states and Amtrak Government Affairs Offices as a means of continuing the outreach and education on the activities of the NGECE.

The first such update will be the "two-page" educational document being finalized for Executive Board approval.

Status: The final version of this document is being reviewed by all Board members, for a last look, before it goes to print. If there are no errors found, it is anticipated that Chairman Curtit will ask Steve Hewitt, following the 10-25-16 Executive Board call, to send it to AASHTO for printing

Preparing the New Grant SOW and budget for the period beginning 10-1-16 through 9-30-19: On 9-14-16, the FASC accepted as amended, the DRAFT Scope and Budget for submittal to the Executive Board for its consideration on - 9-20-16. This action adheres to the schedule as defined on the last call.

Status: On 9-20-16 the NGECE Executive Board approved the SOW as presented, and previously approved, by the FASC. Amtrak and FRA grants worked together to revise the format, but did not change the scope or budget. On October 14th FRA informed Amtrak that the Grant application has been filed with the SOW included.

Michael Lestingi will follow up with the grants office to check on its status. The start date on the application remains 10-1-16.

Preparing the Project Close Out Report – A close out project report will be due by early to mid-December and will be prepared by the FASC for Executive Board review and approval. The form to be used for the project report has been provided to all FASC members.

Darrell Smith will prepare a first Draft of the report for review by the FASC on its next call – 11-16-16. The intent is to get FASC approval on that call and to send it to the Executive Board for its consideration on its call on 11-22-16.

ATTACHMENTS



SECTION 305 Finance and Administrative Subcommittee (FASC)

Conference call
October 19, 2016
3:00PM Eastern
866 209 1307 pass code 9786620#

MEETING AGENDA

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| 1. Welcome/Open | Darrell Smith |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Review | Steve Hewitt |
| 4. Approval of the Minutes from 9-21-16 | Darrell Smith |
| 5. Status: New 3-year Grant Agreement | Darrell Smith |
| 6. Grant Quarterly Report – Milestones | Darrell Smith |
| 7. Close Out Project Report | Darrell Smith |
| 8. Status: Finalizing Educational Outreach two/pager | Steve Hewitt |
| 9. Other Issues/questions | All |

Next Call November 16, 2016
Call in # 866 209 1307 passcode 9786620#