

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES DEC 11, 2019 3:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Tim Ziethen, Brent Thompson, Brent Thompson also as proxy for Eric Curtit, Ray Hessinger, Arun Rao, Amanda Martin, Steve Hewitt</i>
ABSENTEES	<i>Tim Hoeffner, Brian Beeler II, Michael Lestingi, Eric Curtit, Jeff Gordon, John Bell, Mike Murray, Jason Biggs, Shayne Gill, Strat Cavros, Larry Salci</i>

DECISIONS MADE

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

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

2. Roll Call – Steve Hewitt:

Steve Hewitt called the roll and noted there was not a quorum due to the FRA’s unavailability.

3. Approval of Minutes from the 11-13-19 conference calls – Tim Ziethen, Amtrak:

This item was tabled due to a lack of a quorum.

4. Treasurer’s Update – Tim Ziethen:

a. Balance-Spend Rate:

Tim Ziethen reported:

Total Initial Grant Amount: \$1,250,000.
 Amount Spent: \$496,446.52
 Balance remaining: \$ 753,553.48
 Spend Rate per month: \$13,417.47
 Projected spend in the remaining months of the current grant: \$147,592.21
 Balance anticipated at the end of the grant period (9-30-20): \$605,961.27
 Expenditures anticipated in a 36-month no-cost extension: \$540,000.00
 Average Monthly expenditure: \$15,000.00
 Balance remaining at the end of the 36-month extension: approximately \$65,000.00

b. FRA Clarification – is there a 12-month limit on the length of a no-cost extension – or can it be for multiple years?

During the call today (12-11-19) Tim Ziethen received confirmation from Amtrak grants that they had gotten an affirmative response from FRA that a multiple year no-cost grant extension can be requested.

Amtrak grants also noted that the window for formally requesting the multi-year extension is after July 1st and before September. Tim will reach out for clarification and provide the Board with this information next week. Amtrak is also putting together the documents that will be required for submitting the extension request.

5. Preparing for the 10th NGEN Annual Meeting – Steve Hewitt:

Steve Hewitt reported that the Annual Meeting will take place on 2-21-20 at the Hyatt Regency Hotel Capitol Hill, Washington, DC.

Per the NGEC By-Laws, a formal notice has gone out to all NGEC members, including industry participants. All have been notified of the date, location and the hotel room block link.

Steve is working with AASHTO and will be provided with timelines for confirming attendees for name badges and head count.

On 11-13-19, Steve recommended that Tim Ziethen have a DRAFT FASC and Treasurer's Report presentation prepared for member review on the 1-8-20 FASC conference call.

A draft agenda has been prepared and will be further discussed on next week's Board call.

Currently there are 20 registrants for the Annual Meeting. Many more have accepted the calendar appointment but have not notified Steve Hewitt of their intentions to attend.

As Eric Curtit announced on the last Executive Board call, he has taken a new position in MODOT as Director of Planning and will no longer have Rail in his portfolio. In order to facilitate a smooth transition, Eric has agreed to stay on as Chair of the NGEC to fill out his term of office which ends with the election of new officers at the Annual Meeting. Eric will not be attending the Annual Meeting and has asked Charlie King to Chair in his place that day.

A nominating committee has been appointed and their job is to confirm with current State Board members if they are willing to continue in their role on the Board and to touch base with several state members who have informed us that they will be retiring. NCDOT (Allan Paul) has announced his retirement – as of the end of December but has provided the name of his replacement on the executive Board – Jason Orthner. NCDOT will provide a name of Allan's replacement on the Technical subcommittee as well. One other state member announced his retirement effective January 10th – Tim Hoeffner, Michigan DOT. The nominating committee will need to ascertain if Michigan will remain on the Board and on the FASC and, if so, who will be Tim's replacement for those positions. John Rosacker, Oklahoma DOT has talked to Eric and has agreed to stay on as a member of the NGEC, but not as a Board member. This means the Board, if all other members remain the same will have a representation of 11 states rather than 12 on the Board. This fits within the By-Laws which call for no more than 12 state Board members.

**6.
Status of updating the two-page NGEC document – Steve Hewitt:**

The document has been revised to show all of the specification updates. Tammy Krause has confirmed the dates and Steve Hewitt submitted those updates to Eric Curtit who will have MODOT Graphic Arts insert the updates and print copies which will be mailed to Steve Hewitt in time for distribution at the Annual meeting.

**7.
Discussion: NGEC Equipment Acquisition and Ownership Working Group – Steve Hewitt:**

All 4 sections have been revised and submitted to the technical writer. The Planning section came in this week from IDOT. Tammy Krause is contacting the technical writer to ascertain a timeline and anticipated costs for this assignment.

The goal is still to have a complete draft by the Annual Meeting.

**8.
Other Issues/Questions – All:**

Adjourn:

With no further business forthcoming, Chairman Ziethen adjourned today's meeting at 3:21pm Eastern.

The next call is scheduled for January 8, 2019

The call-in number is:

888 585-9008 passcode 559-120-127#

Decisions - Action Items

Treasurer's Report – 12-11-19:

a. Balance-Spend Rate:

Tim Ziethen reported on 12-11-19:

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Conveying the message: Disseminating the two-page NGEC Educational Document and the NGEC "vision" statement:

As of 12-11 -19, Steve Hewitt reported that he has distributed 265 hard copies of the NGEC 2 pager educational document and 393 electronic copies. The hard copies have largely been distributed by representatives of transportation associations for distribution on the Hill. Some have also been used by industry members when speaking or attending various industry conferences.

This document is another way of getting the message out and is useful to many organizations to have to include with their information packets as they make their rounds on the Hill.

For copies– contact Steve with the number requested and where to send them.

Status of updating the two-page NGEC document as of 12-11-19:

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Overview: Quarterly Grant Progress Report to FRA:

Quarter ending September 30, 2019 - report submitted on time to FRA October 31, 2019.

Next report (quarter ending December 31, 2019) is due to FRA January 31, 2020.

Statue Update: NGEC Equipment Acquisition and Ownership Best Practices Working Group:

Developing a Reference Document

All 4 sections have been revised and submitted to the technical writer. The Planning section came in this week from IDOT. Tammy Krause is contacting the technical writer to ascertain a timeline and anticipated costs for this assignment.

The goal is still to have a complete draft by the Annual Meeting.

Preparing for the NGEC Annual Meeting – 2-21-20:

Steve Hewitt reported that the Annual Meeting will take place on 2-21-20 at the Hyatt Regency Hotel Capitol Hill, Washington, DC.

Per the NGEC By-Laws, a formal notice has gone out to all NGEC members, including industry participants. All have been notified of the date, location and the hotel room block link.

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Next Call 1-8-20

ATTACHMENTS



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

SECTION 305 NGEC Finance and Administrative Subcommittee (FASC)

**Conference call
12-11-19
3:00PM Eastern**

888 585-9008 passcode 559-120-127#

AGENDA

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| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Approval of the Minutes from 11-13-19 | Tim Ziethen |
| 4. Treasurer's Update | Tim Ziethen |
| a. Balance-Spend Rate | |
| b. FRA Clarification – is there a 12-month limit on the length of a no-cost extension
Or can it be for multiple years | |
| c. Next steps in the process of requesting extension through Exec Board NGEC process | |
| 5. Preparing for the NGEC Annual Meeting | Steve Hewitt |
| 6. Status: Updating the two-page NGEC Educational Document | Steve Hewitt |
| 7. Discussion: NGEC Equipment Acquisition and Ownership Working Group | Steve Hewitt |
| a. Status update: Technical writing of the Reference document | |
| 8. Other Issues/questions | All |

Next Call January 8, 2020

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