

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

DECEMBER 13,
2017

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 as proxy for Eric Curtit, Ray Hessinger, Arun Rao, Arun Rao as proxy for Tim Hoeffner, Brian Beeler II, Amanda Martin, Beth Nachreiner for Michael Lestingi, Steve Hewitt</i>
ABSENTEES	<i>Michael Lestingi, Eric Curtit, Tim Hoeffner, Jason Biggs, Jeff Gordon, Shayne Gill, Larry Salci, Nathan Vomocil, Sal DeAngelo</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 confirmed the presence of a quorum

3.

Status Update - Action Items - Steve Hewitt:

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.

On 6-28-17, Eric Curtit reported that he is focusing on the NGEC two-pager document which he believes is an effective tool for educating the Hill. Eric believes that the current version needs to be updated to add in something that emphasizes the importance of maintaining/updating/revising the specifications as one of the more critical responsibilities of the NGEC.

On 11-15-17, it was agreed that FASC members would review the DRAFT document and provide comments and suggested changes in advance of the next FASC call – 12-13-17. Steve Hewitt was asked to also provide the current draft to the Executive Board in advance of the next call 11-22-17, so that it is aware of the thinking, and to solicit Board member input as well. Eric Curtit will walk the Board through the document and describe what the goal is for its use going forward.

The plan is to have the educational piece updated, finalized and printed in advance of the NGEC Annual Meeting in DC on 2-23-18.

Status: 12-13-17:

Eric Curtit was unavailable for today’s call (12-13-17), and asked Steve Hewitt to report that we have received a set of comments from Dave Warner and no others at this point. We will take Dave’s comments and incorporate them. Eric asks that FASC members take a second look at the most recent DRAFT and submit comments asap so that a revised version can be distributed on the next FASC call.

Syncing the new Grant Agreement with ongoing NGEC contracts: Because the current Amtrak and AASHTO contract is in place until 9-30-17, and the current sub-contractor contracts are also in place until 9-30-17, no action is necessary right now. Amtrak and AASHTO have a process in place to extend the Amtrak/AASHTO contract in sync with

the grant and effective 10-1-17 through 9-30-19. The subcontractors/sub consultants currently in place will be extended at the same time - effective 10-1-17 through 9-30-19 as anticipated in the new grant agreement SOW and budget.

As of 11-15-17, AASHTO is in the process of completing a contract modification with Casamar (technical spec writer). AASHTO has reported that it has everything it needs, but confirmation on the full contract amount through 9-30-19. On 11-15-17, call Tim Ziethen confirmed that he and Tammy Krause have talked and agree that \$60,000 is the amount that should be in the contract. Eric Curtit, as NGEC Chair, agreed and signed off on the amount as well.

Steve Hewitt agreed to convey to Strat Cavros, AASHTO, that the amount for the Casamar contract modification is \$60,000 and has been signed off on by Tim Ziethen, Tammy Krause, and Eric Curtit.

Status: 12-13-17

The contract modification with Casamar for the technical specification consultant (spec writer) was executed last week by AASHTO and Casamar and runs through 9-30-19 with a not to exceed amount at \$60,000.

Moving 514 to SAIPRC:

Action:

Steve Hewitt and Ray Hessinger will prepare By-Law revisions:

On 11-15-17, the FASC members approved proposed revisions (version 3) to the NGEC By-Laws and Operating Procedures. The approved revisions will be submitted to the Executive Board by 11-16-17 by Steve Hewitt to fulfill the requirement of submitting By-Laws changes to Executive Board members 30 days in advance of the meeting in which they will be considered. The intent is to consider adoption of the revisions on 12-19-17 on the regularly scheduled Executive Board conference call.

Status: The By-law Revisions have been submitted to the Executive Board in compliance with the required 30 days written notice of any changes proposed to the By-Laws. The Executive Board will consider the revisions on 12-19-17.

Action: Review of the Grant Agreement SOW and Budget as suggested by Amtrak Grants:

The Amtrak's Grants Office, recommended that instead of reviewing only the sections of the SOW and budget associated with 514, the NGEC should do a complete review of the SOW and budget, to make any revisions that may better reflect the activities of the Committee over the next two years. The idea is to do it all at once rather than piece by piece.

On 11-15-17, FASC Chair Tim Ziethen agreed to go through the sow and budget and to discuss with Tammy Krause and Charlie King, the anticipated needs of the Technical subcommittee as it revises its plans to review and update all NGEC specifications to bring them to a baseline. Tammy Krause is currently in the process of developing a revised plan with timeline and milestones to reflect this activity. Tim will follow up with Tammy.

It was agreed that Tim Ziethen would provide FASC members with proposed SOW and budget revisions for review on the next FASC call – 12-13-17. The intent would be to consider the revisions on 12-13-17 and, if approved, submit them to the Executive Board for review and possible consideration of approval on its call on 12-19-17.

Status: Agenda item 6 will address the status of the Grant agreement SOW and Budget review.

4.

Approval of Minutes from the 11-15-17 FASC conference call – Tim Ziethen, Amtrak:

On a motion by Brent Thompson, WSDOT, and a second by Amanda Martin, Iowa DOT, the minutes from the 11-15-17 FASC conference call were approved without exception or objection.

5.

Status Update from AASHTO on consultant contract extension (Casamar) Steve Hewitt:

As noted in the action items review:

Status: 12-13-17

The contract modification with Casamar for the technical specification consultant (spec writer) was executed last week by AASHTO and Casamar and runs through 9-30-19 with a not to exceed amount at \$60,000.

6.

Status: Full Review of the Grant Agreement SOW and Budget per Amtrak Grants - Tim Ziethen/Steve Hewitt:

Tim Ziethen provided an overview of the proposed revisions to the NGEC SOW for the current Grant Agreement, and Steve Hewitt provided history and context.

On 9-26-17, NGEC Executive Board Chairman Eric Curtit directed the FASC to review the By-Laws and the NGEC Grant SOW and Budget and to propose changes needed to accommodate the move of the responsibilities of the 514 subcommittee from the NGEC to SAIPRC. At the same time, as recommended by the Amtrak Grants Office, the subcommittee was tasked with doing a complete review of the SOW and to recommend any other changes that would better reflect the NGEC as it is today.

Proposed By-Laws changes were approved by the FASC on 11-15-17, and were submitted to the members of the Executive Board on 11-16-17. As required by the NGEC By-Laws, the Board must have any proposed By-Laws changes in hand in writing at least 30 days prior to voting on those changes. The expectation is that the Executive Board will consider adopting the changes on its net call – 12-19-17.

Proposed changes to the SOW consistent with the move of 514 responsibilities to SAIPRC, and additional changes to allow for the Revision Control Coordinator responsibilities to be filled either in-house at Amtrak or by a consultant were provided to FASC members on 12-12-17.

After completing the overview and context discussion, Tim Ziethen opened the floor for discussion.

Brian Beeler II identified a typo – which Steve Hewitt has corrected.

Beth Nachreiner, FRA, asked if the FRA grants office had been notified or would need to be made aware of the SOW changes. Tim Ziethen acknowledged that he had been in contact with Amtrak grants and was following their direction. Steve Hewitt commented that the first steps were for the NGEC to approve the revisions, and, following that the two grants offices (Amtrak and FRA) would need to work through their process to formally incorporate the changes.

It was agreed that Beth would inform the FRA grants office that this was coming, to provide the office with advance-notice.

With no further discussion forthcoming, Chairman Ziethen entertained a motion to approve the Revised SOW as presented for submittal to the NGEC Executive Board for its consideration.

A motion to approve was offered by Ray Hessinger, NYSDOT and was seconded by Arun Rao, Wisconsin DOT.

With no further discussion, Tim Ziethen asked Steve Hewitt to call the roll of voting members of the FASC:

Tim Ziethen, Amtrak – aye
Brent Thompson, WSDOT – aye
Brent Thompson as proxy for Eric Curtit, Missouri DOT – aye
Ray Hessinger, NYSDOT – aye
Arun Rao, Wisconsin DOT – aye
Arun Rao as proxy for Tim Hoeffner, Michigan DOT – aye
Brian Beeler II, NNEPRA for Maine DOT – aye
Amanda Martin, Iowa DOT – aye
Beth Nachreiner for Michael Lestingi, FRA – aye –

Note: Beth Nachreiner, FRA, requested that it be noted in the minutes that FRA has not formally reviewed the proposed changes to the Grant SOW, but is voting yes to move them forward to the NGEC Executive Board for its review and consideration.

7.

NGEC 2018 Annual Meeting – Preparing the Treasurer’s Report and FASC update – Tim Ziethen and Steve Hewitt:

Timeline/FASC Review/Completion:

Steve Hewitt provided an overview of the upcoming NGEC 2018 Annual Meeting and the process/format followed in previous years.

The Annual Meeting will take place on 2-23-18 from 8:30am – 2:00pm Eastern at the Washington Court Hotel, Washington, DC.

Subcommittee chairs (Technical, 514, and FASC) will provide updates on their activities throughout 2017. Treasurer Tim Ziethen will also provide a Treasurer’s Report. In past years, the FASC update and the Treasurer’s report have been presented as one PowerPoint presentation with a section devoted to each.

It was agreed that Tim Ziethen will prepare a DRAFT PowerPoint using the same format as that which was used in previous years. The DRAFT will be distributed to FASC members in advance of the next FASC call – 1-10-18 for review and comment.

**8.
Review of proposed changes to two-page educational document – Steve Hewitt:**

As described in the Action items review:

Status: 12-13-17:

Eric Curtit was unavailable for today’s call (12-13-17), and asked Steve Hewitt to report that we have received a set of comments from Dave Warner and no others at this point. We will take Dave’s comments and incorporate them. Eric asks that FASC members take a second look at the most recent DRAFT and submit comments asap so that a revised version can be distributed on the next FASC call.

**9.
Other issues/questions – All:**

Adjourn – With no other business brought forth on today’s call, on a motion offered by Brent Thompson, WSDOT, and a second offered by Ray Hessinger, NYSDOT, Tim Ziethen adjourned the meeting at 3:43PM Eastern.

**Next Finance and Administrative subcommittee conference call January 10, 2018
The call-in number is:**

888 585-9008 passcode 559-120-127#

Decisions - Action Items

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A contract extension between Amtrak and AASHTO has been executed and will run through 9-30-19. At least one sub-contractor has now had his contract extended by AASHTO for the same period – through 9-30-19.

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Status – 12-13-17:

Proposed revisions to the NGEN Grant SOW were approved by the FASC for submittal to the NGEN Executive Board. It is expected that the NGEN Board will consider approval of the changes on its next call – 12-19-17. Steve Hewitt will send the DRAFT revisions as approved by the FASC to Board members in two versions – with track changes and without. This will be done following today's call. Beth Nachreiner, FRA, will provide Steve with the Grant # for the SAIPRC grant to be included in the document.

888 585-9008 passcode 559-120-127#

ATTACHMENTS



SECTION 305 NGEN Finance and Administrative Subcommittee (FASC)

**Conference call
December 13, 2017
3:00PM Eastern**

888 585-9008 passcode 559-120-127#

MEETING AGENDA

- | | |
|--|--------------------------|
| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Review | Steve Hewitt |
| 4. Approval of the Minutes from 11-15-17 | Tim Ziethen |
| 5. Status Update: consultant contract extension/modification Tech Writer (Casamar) | AASHTO |
| 6. Status: Full Review of the Grant Agreement SOW and Budget per Amtrak Grants | Tim Ziethen |
| - Progress to date/DRAFT Recommendations | |
| - Next steps/timeline for completion | |
| 7. NGEN 2018 Annual Meeting: Preparing the Treasurer's Report & FASC Update | Tim Ziethen/Steve Hewitt |
| Timeline/FASC Review/Completion | |

8. Review of proposed changes to Two-page educational document

Eric Curtit

9. Other Issues/questions

All

Next Call January 10, 2018

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