

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

DECEMBER 9,  
2020

3:00PM EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
<b>ATTENDEES</b>	<i>Tim Ziethen, Brent Thompson, Arun Rao, Arun Rao also as proxy for John Oimoen, Jeff Gordon, for Michael Lestingi, Brian Beeler II, Brian Beeler II also as proxy for Ray Hessinger, Troy Hughes, Mike Murray, Shayne Gill, Strat Cavros, Oscar Bermudez, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>John Oimoen, Ray Hessinger, Amanda Martin, Michael Lestingi, 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 confirmed the presence of a quorum.

### 3.

#### Approval of Minutes from the 11-10-20 conference call – Tim Ziethen, Amtrak:

On a motion by, and a second by, the minutes from 11-10-20 were approved as presented.

### 4.

#### Treasurer's Update – Tim Ziethen:

Tim Ziethen provided the following Treasurer's update:

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

Amount Spent: \$681,579.65.

Balance remaining: \$ 568,420.35.

Estimated spend at current rate for the remaining grant period (through 9-30-23) - \$486,842.61.

Current Spend Rate (as info and used in calculating) - \$13,909.79.

Estimated balance at the end of the Extension Period – 9-30-23 – (Contingency) - \$81,577.74.

Status: Execution 36-month contract extensions Amtrak/AASHTO, AASHTO/subcontractors – Hewitt, Casamar (Cameron Cordell), Krause, Salci task order:

Strat Cavros, AASHTO, confirmed that all ongoing sub-contractor extensions for the length of the current grant agreement (through 9-30-23) have been executed and that the Larry Salci task order for the DMU Review Panel Report has also been resolved.

### 5.

#### Status Update: Recommended Practices Document – Steve Hewitt:

Steve Hewitt reported that the NGEN Equipment Acquisition and Ownership working group met yesterday (12-8-20) to review member comments/suggested edits to Revision 4 of the Recommended Practices document. Revision 4 was the first DRAFT in PRIIA format and incorporated comments received through the first 3 DRAFTS. It was also the first effort to have the document speak in one voice and with a consistency in format and terminology.

Ray Hessinger facilitated a walk-through of the document to address the comments and suggested edits received. The walk-through was extensive with clarity and continuity being a focus. It was comprehensive, with

most revisions/edits being accepted, and comments were explained and resolved. The group was able to get to through about a third of the full document while going over the meeting's allotted time.

Ultimately, it was agreed to pause at section 36-2 and to hold another call on 12-15-20 at 3:00PM Eastern. The group will begin the continued walk through at the point where this call left off. In the meantime, Technical writer, Camren Cordell will accept the changes agreed to, thus far, and change the term "contractor" to "customer" and "builder" to "contractor" throughout the document to maintain terminology consistency.

Great progress was made on the call and the document is coming together very well. It will take some more time to complete the review and get the document ready for submittal to the Executive Board, but when completed it should be a valuable tool to be used by procuring entities going forward. It will also be a document that can be maintained and kept current over time as more procurements occur. The document will be a part of the PRIIA NGEC library numbered PRIIA 305-200 Recommended Practices.

Jeff Gordon, FRA, concurred that the document is progressing well. Jeff added that it was a lot to expect of the group to get through all of the comments and edits in a one-hour period, but there are not too many comments left in the remaining sections of the document to resolve.

Steve Hewitt agreed, and noted that he thinks the group will get through the remaining edits/comments on next week's call, and then the Technical Writer will incorporate all of the changes and a "final" draft will go to the working group members for review. Once approved by the working group it will go to the Executive Board with a two-week period provided for review and comment before being put on a Board meeting agenda.

The goal would be to have PRIIA 305-200 - Recommended Practices completed in time for introduction during the NGEC "virtual" Annual Meeting on 2-23-20.

**6.  
Status: Revisions to the NGEC By-Laws – Steve Hewitt:**

On 11-17-20, the NGEC Executive Board adopted the revisions to the NGEC By-Laws as recommended by the FASC. The updated By-Laws were finalized and distributed to all Executive Board members and sent to AASHTO for posting to the NGEC website.

Task complete.

**7.  
Status: Review and update of the NGEC two-page handout – Tim/Steve:**

After some discussion, on a motion offered by Arun Rao, WisDOT and a second by Troy Hughes, MODOT, the FASC approved the DRAFT updates to the NGEC two-pager as presented by the FASC sub-group and prepared by MODOT graphic artist (Laura Seabaugh).

The subcommittee approved the updated version pending permission to use an IDOT Siemens passenger rail car picture and obtaining the dates that the Charger and the passenger railcars were delivered into service.

Arun Rao, WisDOT agreed to reach out to John Oimoen, IDOT to obtain the dates and permission to use one of several pictures under consideration.

Steve Hewitt agreed to provide the DRAFT to the Executive Board in advance of its call on 12-15-20 along with an explanation of what is pending.

**8.  
Other Issues/Questions – All:**

Steve Hewitt expressed appreciation to Troy Hughes and to Laura Seabaugh, MODOT, for their efforts to, once again, produce and print the two-pager! Thank you!

**Adjourn:**

With no further business forthcoming, Chairman Ziethen adjourned today's meeting at 3:28pm Eastern.

by phone: 1-415-655-0001

Access code: 126-073-1531

**Next call – 1-6-21**

### Decisions - Action Items

#### **Treasurer's Report – 12-9-20:**

Tim Ziethen provided the following Treasurer's update:

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Status: Execution 36-month contract extensions Amtrak/AASHTO, AASHTO/subcontractors – Hewitt, Casamar (Cameron Cordell), Krause, Salci task order:

Strat Cavros, AASHTO, confirmed that all ongoing sub-contractor extensions for the length of the current grant agreement (through 9-30-23) have been executed and that the Larry Salci task order for the DMU Review Panel Report has also been resolved.

#### **Conveying the message:**

##### **FASC approval of the DRAFT update of the NGEC two-page handout:**

Status – 12-9-20:

On a motion offered by Arun Rao, WisDOT and a second by Troy Hughes, MODOT, the FASC approved the DRAFT updates to the NGEC two-pager as presented by the FASC sub-group and prepared by MODOT graphic artist (Laura Seabaugh).

The subcommittee approved the updated version pending permission to use an IDOT Siemens passenger rail car picture and obtaining the dates that the Charger and the passenger railcars were delivered into service.

Arun Rao, WisDOT agreed to reach out to John Oimoen, IDOT to obtain the dates and permission to use one of several pictures under consideration.

Steve Hewitt agreed to provide the DRAFT to the Executive Board in advance of its call on 12-15-20 along with an explanation of what is pending.

##### **Adoption of Revisions to the NGEC By-Laws:**

On 11-17-20, the NGEC Executive Board adopted the revisions to the NGEC By-Laws as recommended by the FASC. The updated By-Laws were finalized and distributed to all Executive Board members and sent to AASHTO for posting to the NGEC website.

##### **Task Complete**

##### **Overview: Quarterly Grant Progress Report to FRA:**

The next report will be for the period ending 12-31-20. It will be due to FRA on 1-31-21.

##### **Status Update: NGEC Equipment Acquisition and Ownership Best Practices Working Group development of "Recommended Practices" document as of 12-9-20:**

The working group met on 12-8-20 and began its comprehensive review of DRAFT Revision 4 of the PRIIA 305-200 Recommended Practices document. Great progress was made, and another meeting is scheduled for 12-15-20 to

reconcile the remaining items not yet reviewed. It is anticipated that these last edits/comments will be resolved 12-15-20, and the technical writer will then be asked to incorporate all changes and send back to the full working group for a "final" review.

Once approved by the working group it will go to the Executive Board with a two-week period provided for review and comment before being put on a Board meeting agenda.

The goal would be to have PRIIA 305-200 - Recommended Practices completed in time for introduction during the NGENC "virtual" Annual Meeting on 2-23-20.

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

by phone: 1-415-655-0001

Access code: 126-073-1531

**Next Call -1-6-21**

#### ATTACHMENTS



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

### **SECTION 305 NGENC Finance and Administrative Subcommittee (FASC)**

#### **Web Ex video/audio information:**

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

by phone: 1-415-655-0001

Access code: 126-073-1531

#### **AGENDA**

**12-9-20**

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|--|----------------------------|
| 1. Welcome/Open  | Tim Ziethen                |
| 2. Roll Call   | Steve Hewitt               |
| 3. Approval of the Minutes from 11-10-20   | Tim Ziethen                |
| 4. Treasurer's Update  | Tim Ziethen                |
| a. Balance-Spend Rate  |                            |
| b. Status: Execution 36-month contract extensions Amtrak/AASHTO, AASHTO/subcontractors – Hewitt, Casamar (Cameron Cordell), Krause, Salci task order |                            |
| 5. Status: Recommended Practice Document   | Ray Hessinger/Steve Hewitt |

- |   |              |
|---|--------------|
| 6. Status: Revisions to the NGEC By-Laws                  | Steve Hewitt |
| 7. Status: Review and update of the NGEC two-page handout | Tim/Steve    |
| 8. Other Issues/questions                                 | All          |

**Next Call January 6, 2021**