

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES FEBRUARY 5, 2020 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, Amanda Martin, Amanda Martin also as proxy for Arun Rao, Brian Beeler II, Jeff Gordon, Strat Cavros, Steve Hewitt</i>
ABSENTEES	<i>Michael Lestingi, Mike Murray, Eric Curtit, Arun Rao, John Bell, Jason Biggs, 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 1-8-20 conference calls – Tim Ziethen, Amtrak:

On a motion offered by Brent Thompson, WSDOT, and a second offered by Ray Hessinger, NYSDOT, the minutes from 1-8-20 were approved as presented.

4. Treasurer’s Update – Tim Ziethen:

a. Balance-Spend Rate:

Tim Ziethen reported: (Includes Invoices through).

Total Initial Grant Amount: \$1,250,000.
 Amount Spent: \$515,042.76
 Balance remaining: \$ 734,957.24
 Spend Rate per month: \$13,533.76
 Balance anticipated at the end of the grant period (9-30-20): \$591,202.05
 Expenditures anticipated in a 36-month no-cost extension: \$540,000.00
 Average Monthly expenditure: \$15,000.00

Status: Grant Agreement extension request – Tim Ziethen, Amtrak:

Tim Ziethen provided an overview of the Grant Adjustment Request Form that Amtrak Grants has prepared. It is currently going through the Amtrak internal review and signature process. He expects that the Amtrak Treasurer will be signing off as soon as later today (2-5-20).

Once that process is complete it, will be sent over to FRA Grants.

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

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

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

Currently there are 73 registrants for the meeting

The AASHTO deadline for advance registration for printing name badges and items for inclusion in the handout packet is 2-7-20.

Steve provided an walk through of the agenda and an explanation of the election of Board members and officers process which will occur during the meeting.

6.
Review FASC/Treasurer's Report Presentation – Tim Ziethen:

Tim Ziethen walked through the DRAFT presentation sent out earlier today for FASC member review.

Jeff Gordon, FRA, recommended adding the number of educational documents that had been distributed over the year. Steve Hewitt agreed and reported that between the 2019 handout distribution and the new version released in January, over 1000 copies (electronic and hard) will have been distributed over the past 12 months.

The new version will be distributed in hard copy during the Annual Meeting and all NGECE members (over 250) will be sent the electronic version. The document is posted on the NGECE website opening page at www.ngec305.org.

7.
Overview: Quarterly FRA Grant Report – 1-31-20 – Tim Ziethen:

Tim Ziethen reported that he has submitted the 4th quarter grant report to FRA. The next quarterly report is due April 30, 2020.

The final version of the report will be sent to Steve Hewitt this week for distribution to the NGECE FASC members and the Executive Board members and support staff.

8.
Other Issues/Questions – All:

Adjourn:

With no further business forthcoming, Chairman Ziethen adjourned today's meeting at 3:26pm Eastern.

The next call is scheduled for March 4, 2019

The call-in number is:

888 585-9008 passcode 559-120-127#

Decisions - Action Items

Treasurer's Report – 2-5-20:

a. Balance-Spend Rate:

Tim Ziethen reported on 2-5-20: (Includes Invoices through).

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

Amount Spent: \$515,042.76

Balance remaining: \$ 734,957.24

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

The revisions/updates to the two-page educational document have been made and 400 copies were printed by MODOT and sent to Steve Hewitt.

Steve will distribute copies to all attendees at the Annual meeting and make them available to all members upon request.

Between the 2019 handout distribution and the new version released in January 2020, over 1000 copies (electronic and hard) have been distributed over the past 12 months.

Overview: Quarterly Grant Progress Report to FRA:

Tim Ziethen reported that he has submitted the 4th quarter grant report to FRA. The next quarterly report is due April 30, 2020.

The final version of the report will be sent to Steve Hewitt this week for distribution to the NGEN FASC members and the Executive Board members and support staff.

The next report will be due to FRA on April 30, 2020.

Status Update: NGEN Equipment Acquisition and Ownership Best Practices Working Group:

Developing a Reference Document

All 4 sections have been revised and submitted to the technical writer. Tammy Krause had contacted the technical writer (Cameron Cordell) to ascertain a timeline and anticipated costs for this assignment. Steve Hewitt is awaiting a status update from Tammy.

Steve noted that, once the compiled DRAFT has been completed, it will be distributed to all working group members for review and comment. Steve also noted that while the goal is to have a DRAFT ready for review by the Board at the Annual Meeting, it is very possible that that timeline will slip. Steve commented that NGEN chairman Curtit's intent has always been to get it right rather than rush the process.

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

On 2-5-20, Steve Hewitt reminded members that the Annual Meeting will take place on 2-21-20 at the Hyatt Regency Hotel Capitol Hill, Washington, DC.

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

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released in January, over 1000 copies (electronic and hard) will have been distributed over the past 12 months.

The new version will be distributed in hard copy during the Annual Meeting and all NGEC members (over 250) will be sent the electronic version. The document is posted on the NGEC website opening page at www.ngec305.org.

888 585-9008 passcode 559-120-127#
Next Call 2-5-20

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
2-5-2020
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 1-8-20 | Tim Ziethen |
| 4. Treasurer's Update | Tim Ziethen |
| a. Balance-Spend Rate | |
| b. Status: Grant Agreement extension Request | |
| 5. Preparing for the NGEC Annual Meeting | Steve Hewitt |
| 6. Review FASC/Treasurer's Report Presentation | Tim Ziethen |
| 7. Overview – Quarterly FRA Grant Report - 1-31-20 | Tim Ziethen |
| 8. Other Issues/questions | All |

Next Call March 4, 2020

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