

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES MARCH 7, 2018 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, Eric Curtit, Ray Hessinger, Amanda Martin, Arun Rao, Tim Hoeffner, Jeff Gordon for Michael Lestingi, Steve Hewitt, Shayne Gill</i>
ABSENTEES	<i>Michael Lestingi, Brian Beeler II, Jason Biggs, Beth Nachreiner, Sal DeAngelo, 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 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.

Status as of 3-7-18: The NGEC Updated 2-pager for 2018 was formally released on 2-23-18 t the NGEC Annual Meeting. Additional copies are available by request – contact Steve Hewitt. The document has also been sent to all NGEC members electronically. AASHTO has printed additional copies – Steve Hewitt has received 100 copies – requests should be sent to Steve at shewitt109@aol.com – how many and where they should be sent.

Task Complete

Preparation of the FASC Progress report and the NGEC Treasurer’s Report – The FASC Progress Report and the NGEC Treasurer’s Report were presented at the NGEC Annual Meeting. The Executive Board formally accepted the Treasurer’s Report. The presentation(s) are posted to the NGEC website.

Task Complete

Moving 514 to SAIPRC and approval of the revisions to the NGEC Grant SOW:

Action: By-Law revisions: Task Complete

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 NGECE 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.

Status as of 3-7-18:

Amtrak sent the amended form to FRA for its review in February. Awaiting response from FRA.

Pending approval of the changes to the SOW, which includes the flexibility to contract out for Document Control Manager services, a sole source contract proposal will be considered. (Status of the proposal – Agenda item 5)

Status Update – Agenda item 5

4.

Approval of Minutes from the 2-7-18 FASC conference call – Tim Ziethen, Amtrak:

On a motion by Eric Curtit, MODOT, and a second by Brent Thompson, WSDOT, the minutes from the 2-7-18 FASC conference call were approved without exception or objection.

5.

Status: Amtrak and FRA Grants Offices Review of Revised SOW – Tim Ziethen, Amtrak:

Tim Ziethen reported the amended form was sent to FRA for review in February. FRA legal had some comments and recommendations which have been received by Amtrak and have been accepted. The recommendation was to remove the historical reference to 514 in the Grant SOW. It does not change the intent or the scope – just the historical context.

Amtrak has reviewed the FRA comments and has accepted the recommendations. Tim is hopeful that in a few days he will receive confirmation of the final version and then will take the next steps in the process.

Jeff Gordon, FRA, added that he has not gotten any news on the status from FRA to this point.

Tim will follow up shortly and keep the NGECE members apprised.

6.

Status: Contract for Document Control Manager – Tim Ziethen, Amtrak:

Tim Ziethen has received a SOW and budget proposal from Tammy Krause to provide Document Control services to the NGECE.

Tim will be sit down with Charlie King, hopefully tomorrow (on 3-8-18) to review Tammy's proposal with him and then will take it forward to the next steps. As the intent is, (and it is provided for in the NGECE Contract procedures) to sole source this contract, Tim Ziethen will draft the justification for it.

Steve Hewitt will send Tim Ziethen a copy of the NGECE procedures so that the appropriate process is followed.

Steve Hewitt reminded Tim Ziethen that the revisions to the Grant Agreement SOW will need to be approved before executing the contract for the document control manager, because, as written now, that responsibility resides in-house with Amtrak. The revised grant SOW provides the NGECE with the flexibility of contracting out or staying in-house for document control management.

7.

Steps remaining for moving 514 (formally) to SAIPRC – Tim Ziethen/Steve Hewitt:

Once the revised SOW is approved and executed, SAIPRC will be informed by NGECE Chairman Eric Curtit, and the responsibilities of 514 will formally reside with that committee. Eric will also request that the NGECE be kept informed on issues related to capital equipment.

8.

Summary Overview – NGECE Annual Meeting Highlights - Eric Curtit:

Eric Curtit reported that the NGECE Annual Meeting was very successful. There were excellent presentations all around, and specifically informative ones on the two equipment procurements. There was also very positive

feedback from those in attendance on the work of the NGEC.

Eric added that he was very pleased with the new venue for the meeting, and thanked Shayne Gill, Kamasha Hendrickson, and AASHTO for its work in making sure the meeting went on without a hitch.

**9.
Other issues/questions – All:**

Eric brought up the issue that he became aware of at the Annual Meeting. There is apparently an invoice from AASHTO from the last grant in the amount of \$45,000 that has not been paid. Eric requests that Tim Ziethen follow up on this to make sure that it gets resolved as quickly as possible.

Tim reported that he has already been working with Amtrak Finance on this issue and has reviewed the previous records. He believes that the invoice was not paid, and Amtrak Grants is reaching out to FRA to determine how to process it for payment. Tim emphasized that there was no intent not to pay it and he expects it will be resolved soon.

Tim noted that Amtrak has received the latest invoice from AASHTO and it is in the final review and should be processed for payment within a week or so. Thus, there will be two invoices paid in March 2018.

Tim also noted that Strat Cavros, AASHTO, has reported on another invoice for \$55,000 that AASHTO does not have a record of having been paid. Amtrak shows that it was paid. They are now confirming to see if the payment was received. If not, payment will be reissued. Amtrak does believe it was paid last quarter but will confirm.

Shayne Gill will touch base with Strat Cavros on these items.

Adjourn – With no other business brought forth on today's call Tim Ziethen adjourned the meeting at 3:23PM Eastern.

**Next Finance and Administrative subcommittee conference call April 4, 2018
The call-in number is:**

888 585-9008 passcode 559-120-127#

Decisions - Action Items

Legislative Outreach Task Force – developing a strategy and implementation plan to obtain future federal funds for the NGEC: Currently the strategy is to get broad circulation to decision makers of the NGEC two-page fact sheet. This document helps to educate the decision makers (federal and state) on what the NGEC is, what results it has produced; and what its goal are.

To date 100 hard copies and over 300 electronic versions have been distributed. More are available through Steve Hewitt.

Approval/execution of the revised NGEC Grant SOW:

The amended form for revising the NGEC Grant agreement SOW was sent to FRA for review in February. FRA legal had some comments and recommendations which have been received by Amtrak and have been accepted. The recommendation was to remove the historical reference to 514 in the Grant SOW. It does not change the intent or the scope – just the historical context.

Amtrak has reviewed the FRA comments and has accepted the recommendations. Tim Ziethen is hopeful that in a few days he will receive confirmation of the final version and then will take the next steps in the process.

Contract for Document Control Manager – Tim Ziethen, Amtrak:

Tim Ziethen has received a SOW and budget proposal from Tammy Krause to provide Document Control services to the NGEC.

Tim will be sit down with Charlie King, hopefully tomorrow (on 3-8-18) to review Tammy’s proposal with him and then will take it forward to the next steps. As the intent is, (and it is provided for in the NGEC Contract procedures) to sole source this contract, Tim Ziethen will draft the justification for it.

Steve Hewitt will send Tim Ziethen a copy of the NGEC procedures so that the appropriate process is followed.

The revisions to the Grant Agreement SOW will need to be approved before executing the contract for the document control manager, because, as written now, that responsibility resides in-house with Amtrak. The revised grant SOW provides the NGEC with the flexibility of contracting out or staying in-house for document control management.

Resolving missing invoice payment Amtrak to AASHTO:

There is an invoice from AASHTO from the last grant in the amount of \$45,000 that has not been paid. Eric Curtit requested that Tim Ziethen follow up on this to make sure that it gets resolved as quickly as possible.

Tim reported on 3-7-18 that he has been working with Amtrak Finance on this issue and has reviewed the previous records. He believes that the invoice was not paid, and Amtrak Grants is reaching out to FRA to determine how to process it for payment. Tim emphasized that there was no intent not to pay it and he expects it will be resolved soon.

Tim also noted that Amtrak has received the latest invoice from AASHTO and it is in final review and should be processed for payment within a week or so. Thus, there will be two invoices paid in March 2018.

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Shayne Gill will touch base with Strat Cavros on these items.

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ATTACHMENTS



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

SECTION 305 NGEC Finance and Administrative Subcommittee (FASC)

**Conference call
February 7, 2018
3:00PM Eastern**

888 585-9008 passcode 559-120-127#

MEETING AGENDA

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|---|--------------|
| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Action Items Review | Steve Hewitt |
| 4. Approval of the Minutes from 1-10-18 | Tim Ziethen |
| 5. Status: Amtrak and FRA Grants review of SOW Revisions | Tim Ziethen |
| 6. NGECC 2018 Annual Meeting: Review DRAFT Treasurer's Report & FASC Update | Tim Ziethen |
| 7. Other Issues/questions | All |

Next Call March 7, 2018

888 585-9008 passcode 559-120-127#