

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES JULY 27, 2016 3:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Darrell Smith, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Darrell Smith, Brent Thompson, Eric Curtit, Arun Rao, Tim Hoeffner, Brian Beeler II, Amanda Martin, Sal DeAngelo for Michael Lestingi, Shayne Gill, Steve Hewitt</i>
ABSENTEES	<i>Ray Hessinger, Michael Lestingi, Jeff Gordon, John Pagano, Beth Nachreiner, Lynn Everett, Jason Biggs, Larry Salci, Vincent Brotski, Nico Lindenau,</i>

DECISIONS MADE

1. Welcome and Open Meeting – Darrell Smith:

Subcommittee Chair Darrell Smith, 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. Review of Action Items – Steve Hewitt:

Steve Hewitt provided the following brief action items status update:

Action Items Review

Website review: Agreed upon updates will be incorporated into the website by Bryan Hong, AASHTO. The goal is to have consistency in format throughout the site. Members are welcome to provide additional suggestions to improve the site. Many of the recommended changes have been made to the site and it will continue to evolve over time. (Ongoing)

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.

The first such “report” is the educational “two pager” that is being finalized for Executive Board approval.

Status: Agenda item 6.

Responding to VIA Rail Request: Steve Hewitt drafted draft a proposed response to the VIA Rail request, it was approved by the FASC and accepted subsequently by the NGEC Executive Board on 6-8-16. The letter was sent to VIA Rail, and a response thanking the NGEC for authorizing the use of the spec, and inviting VIA Rail to participate as a member of the Industry group on the Technical subcommittee was sent immediately by VIA Rail. VIA Rail has agreed to keep the NGEC apprised of any changes it may make, and, generally provide feedback. They have not yet decided whether or not to become industry members, but, once Bi-Level Spec Revision C.4 has been adopted, (it is anticipated to be adopted by the Board on 8-2-16) Steve Hewitt will contact VIA Rail to inform them of the revisions and ask again about joining the industry group.

Preparing for the No Cost Grant Agreement Extension Request:

Actions:

1. On the 6-22-16 Executive Board call, Darrell Smith will request that the standing subcommittees review their current budgets and work plans to determine the status of current budget needs and if there are any variations that they are aware of. Also the subcommittees should prepare anticipated budget needs and work plans in for the time frame of 10-1-17 through 9-30-2020 as Darrell begins to develop a SOW and budget for a no-cost grant agreement extension through 9-30-2020.
2. Darrell will meet with the Amtrak grants office over the next few weeks and will present (on the next FASC Call 6-29-16) a reverse timeline for developing and processing a no-cost grant agreement extension.

Status: A DRAFT schedule/timeline has been prepared by Darrell Smith and was circulated to all FASC members. Discussion will take place under agenda item 5.

4. Approval of Minutes from the 6-1-16 FASC conference call– Darrell Smith:

On a motion by Sal DeAngelo, FRA, and a second by Tim Hoeffner, Michigan DOT, the minutes from the 6-1-16 FASC conference call meeting were approved without exception.

5. Preparing for the No Cost Grant Agreement Extension Request:

1. Preparing for the Grant Agreement Extension Request - Darrell Smith
 - a. Review proposed schedule/timeline and steps for developing a DRAFT SOW for a no cost extension through 9-30-20 with steps in the process identified.

Darrell Smith provided an overview of the proposed NGEC - FRA Grant Agreement No-Cost Extension Reverse Calendar. Darrell noted that the calendar has been worked out with Amtrak's Grants Department and that it allows for a "worst case" scenario in terms of timing with the FRA.

- b. Follow up on 6-22-16 request to subcommittee chairs for updated budget status and anticipated budgets going forward through 9-30-20

Darrell reported that "two or so" Executive Board meetings ago he requested that the Chairs of the standing subcommittees take a look at their current and anticipated budgets. He expects that the current budgets will not change much going forward with the possible exception of the Technical subcommittee which is beginning the process of reviewing/updating all of the NGEC specifications. Doing so requires work by the Review Panel consultant Larry Salci. Therefore, the request is to determine what the anticipated costs will be going forward and, is the current budget adequate for the work ahead.

Ultimately, it was agreed that on its first conference call following Labor Day, Darrell will provide an update to the Executive Board on the Reverse Calendar, and will remind subcommittee chairs about the budget assessment that has been requested.

6. Status: Two Pager Outreach Document/ strategy for distribution - Eric Curtit:

Eric Curtit reported that MO DOT had completed making the revisions requested in late March, but, at the request of Mario Bergeron, the document will be changed to include real photos of the new Charger locomotive rather than artist's renderings. Unfortunately, the pictures that are available are not of the quality needed for the outreach document. The manufacturer (Siemens) has agreed to take pictures on August 10th and 11th and will send a few to Eric to consider inserting in the "two-pager".

7. Other Issues/questions – All:

With no further business to come before the subcommittee today, Darrell Smith adjourned the meeting at approximately 3:20PM Eastern.

**Next Finance and Administrative subcommittee conference call August 24, 2016
866 209 1307 access code: 9786620#**

Decisions and Action Items

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(Ongoing)

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.

The first such update will be the "two-page" educational document being finalized by MO DOT for Executive Board approval. Siemens industry has agreed to take photos of the new Charger locomotive and to provide them to Eric Curtit to consider two for insertion into the document.

Responding to VIA Rail Request: Steve Hewitt drafted draft a proposed response to the VIA Rail request, it was approved by the FASC and accepted subsequently by the NGEC Executive Board on 6-8-16. The letter was sent to VIA Rail, and a response thanking the NGEC for authorizing the use of the spec, and inviting VIA Rail to participate as a member of the Industry group on the Technical subcommittee was sent immediately by VIA Rail. VIA Rail has agreed to keep the NGEC apprised of any changes it may make, and, generally provide feedback. They have not yet decided whether or not to become industry members, but, once Bi-Level Spec Revision C.4 has been adopted, (it is anticipated to be adopted by the Board on 8-2-16) Steve Hewitt will contact VIA Rail to inform them of the revisions and ask again about joining the industry group.

Preparing for the No Cost Grant Agreement Extension Request:

Actions:

Preparing for the Grant Agreement Extension Request:

- a. Darrell Smith provided an overview of the proposed NGEC - FRA Grant Agreement No-Cost Extension Reverse Calendar. Darrell noted that the calendar has been worked out with Amtrak's Grants Department and that it allows for a "worst case" scenario in terms of timing with the FRA.
- b. Darrell reported that "two or so" Executive Board meetings ago he requested that the Chairs of the standing subcommittees take a look at their current and anticipated budgets. He expects that the current budgets will not change much going forward with the possible exception of the Technical subcommittee which is beginning the process of reviewing/updating all of the NGEC specifications. Doing so requires work by the Review Panel consultant Larry Salci. Therefore, the request is to determine what the anticipated costs will be going forward and, is the current budget adequate for the work ahead.

Ultimately, it was agreed that on its first conference call following Labor Day, Darrell will provide an update to the Executive Board on the Reverse Calendar, and will remind subcommittee chairs about the budget assessment that has been requested.

ATTACHMENTS



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

SECTION 305 Finance and Administrative Subcommittee (FASC)

**Conference call
July 27, 2016
3:00PM Eastern
866 209 1307 pass code 9786620#**

MEETING AGENDA

- | | |
|---|---------------|
| 2. Welcome/Open | Darrell Smith |
| 3. Roll Call | Steve Hewitt |
| 4. Action Item Review | Steve Hewitt |
| 5. Approval of the Minutes from 6-1-16 | Darrell Smith |
| 6. Preparing for the Grant Agreement Extension Request | Darrell Smith |
| a. Review proposed schedule/timeline and steps for developing a DRAFT SOW for a no cost extension through 9-30-20 with steps in the process identified. | |
| b. Follow up on 6-22-16 request to subcommittee chairs for updated budget status and Anticipated budgets going forward through 9-30-20 | |
| 7. Status: Two Pager Outreach Document/ strategy for distribution | Eric Curtit |
| 8. Other Issues/questions | All |

**Next Call August 24, 2016
Call in # 866 209 1307 passcode 9786620#**