

SECTION 305 NGENC Executive Board

MINUTES

FEBRUARY 10,
2011

4:00PM EST

CONFERENCE CALL

FACILITATOR	<i>Bill Bronte, Chair, S305 NGENC Executive Board</i>
ATTENDEES	Board Members: <i>Bill Bronte, Mario Bergeron, Rod Massman, John Tunna (for Mark Yachmetz), Alan Ware, Ron Adams, Caitlin Hughes Rayman, Ray Hessinger, Scott Witt, Ron Adams, Joe Kyle</i> Support Staff/Observers: <i>Leo Penne, Shayne Gill, Steve Hewitt, David Ewing, Ken Uznanski, Nancy Greene, Rob Edgcumbe</i>
ABSENTEES	Board Members: <i>Pat Simmons, Mark Yachmetz, Kevin Lawson, Tammy Nicholson, DJ Stadler</i> Support Staff/Observers: <i>Paul Nissenbaum, Kevin Kesler, Marvin Winston, Drew Galloway, John Bennett, Robin McCarthy, Rich Slattery</i>

DECISIONS MADE

Roll Call – Steve Hewitt, Manager, S305 NGENC Support Services:

At the request of Chairman Bill Bronte, roll call was taken by NGENC Support Services Manager, Steve Hewitt, and it was determined that, a quorum was present.

Welcome – Bill Bronte, NGENC Executive Board Chair:

Bill Bronte welcomed the Board Members, support staff, and observers attending the call; and thanked all for their willingness to take time out of their busy schedules to participate. He noted that the purpose of this call was to finalize preparations for the upcoming Annual Meeting of the NGENC next Tuesday, February 15, 2011.

Approving Minutes from the January 28, 2011 conference call, and the November 18, 2010 webinar meeting – Bill Bronte:

Bill entertained a motion to approve the minutes of the January 28, 2011 Executive Board Conference call meeting and the November 18, 2010, webinar meeting of the Board. On a motion by Scott Witt, seconded by Rod Massman, both sets of minutes were approved. With there being no objections or exceptions to the minutes as presented, Chairman Bronte determined consensus had been achieved.

Review of Action items from the January 28, 2011 Executive Board conference call – Steve Hewitt:

Steve reviewed the status of action items that were established on the January 28, 2011 conference call:

Agenda for Annual Meeting – Steve Hewitt to finalize and distribute the “final” draft agenda with the minor modifications as agreed – *Steve reported that he had revised the agenda reflecting changes requested by Kevin Kesler, FRA. The Board agreed to finalize the agenda by the end of this call so that Steve can provide it to AASHTO for insertion in the Annual Meeting handout packets.*

AASHTO Support Services Budget estimate for April 1, 2011 through March 31, 2012 – Leo Penne, AASHTO, will provide Steve Hewitt with a proposed support services estimate by COB on Monday January 31, 2011, for distribution to Ken Uznanski and Board members – *Steve reported that this action item has been completed.*

Work Plan and Budget development – Ken Uznanski to contact the Finance and Technical subcommittee Chairs and the Administrative Task Force Chair, and Leo Penne, AASHTO to discuss the work plans and budgets. By Wednesday, February 2, 2011, Ken will provide the Chairs (and Bill Bronte) with a summary of the work plans and budget. – *Steve reported that this action item had been completed and all budget and work plans had been submitted and a compilation had been provided to all Board members.*

Questions for FRA –John Tunna will explore some of the questions raised in regards to 305 compliance and bring his findings back to the Board at the next conference call meeting – February 10, 2011. – *John Tunna reported that he had not had the opportunity to discuss the questions raised as of yet and it was agreed to hold the action item open for now.*

Holding more frequent meetings of the Executive Board (conference calls and/or webinars) –All members are asked to provide their recommendations and suggestions for holding more frequent call/webinars of

the Executive Board to Bill Bronte and Steve Hewitt prior to the February 10, 2011 call. – *Steve Hewitt reported that no recommendations or suggestions had been received up to this point. It was agreed to hold this as an open action item to be discussed further at the February 15, 2011 meeting.*

Annual Meeting presentations –Steve Hewitt will send out a presentation template to all Annual Meetings presenters to use for their presentations. Steve will also request that all presentations be submitted to Steve by February 11, 2011. Steve will provide them to Kevin Kessler who will provide a computer for the Annual Meeting. – *Steve reported that he had sent out the template for all speakers to use and had asked for all presentations to be submitted by February 11, 2011. To date he has received three presentations: Kevin Kesler's Systems Engineering presentation; Rod Massman's By-law amendment presentation; and Rod's Administrative Task Force report.*

Review of Annual Meeting Logistics, including security requirements, AV, room layout, seating.... - Kevin Kesler/Leo Penne:

In the absence of Mr. Kesler, Leo Penne, AASHTO, gave a brief overview of the layout of the meeting room (the Atrium), checking in through security process; lunch order process; AV equipment requested; stage layout and seating for Board members and speakers/or key support staff.

Mr. Penne expressed his appreciation for the hard work by Rachel Thompson, USDOT and Andrea Ryan, AASHTO, in pulling this all together and to all USDOT facilities people as well. The Board also expressed great appreciation and, it was agreed that Mr. Penne would draft a thank you letter on behalf of the Board expressing its appreciation for the hard work and effort that has gone into making this meeting come about.

It was agreed that Steve Hewitt, Andrea Ryan and Rob Edgcumbe would go to the USDOT on the evening of February 14, 2011, to meet with Kevin Kesler to review the meeting set up and arrangements.

Status of Review Panels reports and recommendations – Bill Bronte:

Chairman Bronte reviewed the reports and recommendations that had been provided to the two review panels, as prepared by Larry Salci, consultant.

The Review Panels met via conference call on February 9, 2011 and, with minor corrections approved the reports and accepted the recommendations. Mr. Bronte drafted a transmittal letter to all Board members, and Steve Hewitt distributed the letter and the two reports to all Board members for their consideration.

Mr. Bronte gave a brief summary of the reports and recommendations:

Single Level Standalone Car Specification:

The Review Panel has accepted the recommendation that the Single level Standalone Car specification be approved by the Executive Board; with the condition that the Standardization recommendations developed by a technical subcommittee working group, led by Rob Edgcumbe, are accepted, as well.

Mr. Edgcumbe prepared a Standardization report, which Steve Hewitt distributed to the Board members on February 9, 2011. He will also make a presentation to the Board on February 15, 2011, and the Board will be asked to approve the recommendations contained in the report.

Diesel-Electric Locomotive Specification:

Mr. Bronte reported that the Review Panel had accepted the recommendation by consultant Larry Salci, that the adoption of the Diesel-Electric Locomotive Specification be deferred until additional work has been done in accordance with recommendations contained in the Review report. The expectation is that the revised specification will be ready for Board consideration on March 16, 2011.

Mr. Bronte made a point of emphasizing that, although the specification is not deemed to be ready for final approval at this time; it should not be inferred that the hard work and effort put in by Amtrak, FRA, states and the industry was lacking in any way. The report does not denigrate the technical components of the specification. The areas that need to be added or revised were non-technical, but critical. Items such as project management, format and reliability measures were the areas highlighted in Mr. Salci's recommendation to defer adoption of the specification at this point.

Mr. Bronte reminded the Board members that the Locomotive spec was a "different animal" than the other specifications developed by the technical subcommittee. There was no strawman or proven spec to build upon. He also emphasized that everyone involved pushed very hard to complete both of the specifications (single level car and diesel-electric locomotive) mandated by the Board during this period, and very aggressive timelines were adhered to.

Leo Penne, AASHTO commented that this should be seen as a positive sign that the process works. The 305

Committee has established a process and "it is working". The work of the 305 Committee is a continuous effort, not a one shot deal in a constrained timeline; and this should be recognized. The process is good and the results will be proving themselves over the long run.

Technical subcommittee Chair, Mario Bergeron summarized the timeline and schedule that has been developed to complete the revised specification by March 16, 2011. The technical subcommittee has already begun work on revising the spec and expects to approve it, at the subcommittee level, on a conference call scheduled for February 24, 2011. It will then follow the approved process for final approval – including a report and recommendation by Mr. Salci to the Review Panel; a Review Panel report issued on March 4, 2011; final adjustments made by March 9, 2011 and released to the Executive Board on March 10, 2011 for its review and consideration. The Board will then meet in Washington, DC on March 16, 2011 to consider adoption of the revised Diesel-Electric Locomotive Specification. (The March 16, 2011 date was established to enable the Board to meet in conjunction with the AASHTO Standing Committee on Rail Transportation's (SCORT) business meeting held on March 14-15, 2011. This will prove to be more cost effective as most Board members will already be in DC for the SCORT meeting.)

Rob Edgcumbe provided a brief overview/summary of the Standardization report. All Board members were asked to read the report between now and the February 15, 2011 meeting and to be prepared to vote on acceptance of the policy recommendations contained within.

Finalizing Budgets and Work Plans – Bill Bronte/Ken Uznanski:

Ken Uznanski reported that all budget and work plan submissions had been received, compiled and distributed (by Steve Hewitt) to all members of the Executive Board. The budgets and work plans are for the period beginning on April 1, 2011 through March 31, 2012.

Mr. Uznanski noted that he had not received any comments, corrections, and/or suggested edits to any of the work plans or budgets to this point. Mr. Bronte asked about the \$150,000. labor line item in the Finance subcommittee proposal. Mr. Uznanski noted that it had been in the budget last year, and had not been used, but, as the work of the Committee progresses, it is anticipated that there will be a need for staff support, (possibly labor or consultant) so it has been left as a placeholder. Mr. Bronte, agreed with the need for it, but wondered if it should be contained in the line item under consultants. Mr. Uznanski will check with Finance subcommittee Chair, DJ Stadtler to see how he prefers the item to be noted in his budget.

Mr. Bergeron asked what the current balance of expenditures to date was. Mr. Uznanski reported that some of the invoices had not yet been submitted, but that the projected estimated costs for the Committee through March 31, 2011 was about \$675,000.00. He noted that this was a conservative estimate. Further reconciliation will be done, and a Treasurer's report will be prepared and presented at the Annual Meeting.

There is anticipated to be approximately \$95,000.00 that is not budgeted in any of the subcommittees, task force or AASHTO support services proposals. It was agreed that whatever this final "carryover" amount is, after all costs have been finalized, it will be included in the final budget as a contingency line item for future allocation by the Executive Board.

It was also pointed out that the proposal was in line and consistent with the recently approved procurement approval process.

Status of Trainset specification development issues – Mario Bergeron:

Mr. Bergeron briefed the Board on the status of the current specification under development by the technical subcommittee – trainsets.

He noted that there had been some push back by subcommittee members who expressed concerns relating to:

1. Volume – there was a perception that there was minimal demand for trainsets anticipated, and industry members were not so inclined to devote a great deal of time in developing a specification for which there is little demand.

Mr. Bergeron noted that the subcommittee looked into potential demand. Andrew Wood, Washington State DOT, conducted a survey of states and reported the results of the survey on the last call of the technical subcommittee. (Approximately 73-75 trainset orders are anticipated over the next 10 years). The survey demonstrated that the expectations of demands are higher than originally anticipated, but the subcommittee members are not necessarily convinced at this point. (Steve Hewitt commented that he will distribute and post the final survey results once Andrew provides them to him)

2. Variability in design is also an issue.

Mr. Bergeron then summarized a revised process and timeline to be undertaken by the technical subcommittee to

complete the development of the trainset specification as mandated by the Executive Board:

The subgroups will develop a performance specification. A limited number of industry members have expressed interest in working on the specification, but, basically, all have agreed to review the material prepared by the subgroups. Continued, or additional, industry involvement throughout the process is encouraged and most welcome.

The timeline under consideration (to be finalized on the February 24, 2011 conference call of the subcommittee) calls for completion of the development of the spec by the subgroups and out for industry review by the end of April 2011. It is then anticipated that a final review and approval meeting of the full technical subcommittee will occur sometime in June, 2011.

Mr. Bergeron noted that the revised timelines will not create any difficulties for any state looking to procure trainsets.

Ron Adams asked how car body material will be treated in this spec. Mr. Bergeron commented that it would be non-specific on material for the trainsets.

Proposed Liability Policy Statement – Rod Massman:

Rod Massman, Chair of the Administrative Task Force reported that the task force would be proposing a liability statement, as called for in the by-laws, for Board approval on February 15, 2011. All Board members were in receipt of the proposed policy statement, distributed previously by Steve Hewitt.

The statement basically calls for all Board members to be indemnified by the agency or organization they are employed by, rather than by the NGEN which has not yet organized itself as an entity. This is "all about complying with the NGEN by-laws, and, will, for now at least, protect ourselves against a liability action."

Other items for discussion – All:

It was agreed that the latest revised agenda – as described earlier in the call - would be adopted as the Final agenda and printed up as part of the handout packet for February 15, 2011 Annual Meeting attendees.

Action Items

Questions for FRA –John Tunna will explore some of the questions raised in regards to 305 compliance and bring his findings back to the Board at the next conference call meeting – February 10, 2011. – *John Tunna reported that he had not had the opportunity to discuss the questions raised as of yet and it was agreed to hold the action item open for now. **Carry over item***

Holding more frequent meetings of the Executive Board (conference calls and/or webinars) –All members are asked to provide their recommendations and suggestions for holding more frequent call/webinars of the Executive Board to Bill Bronte and Steve Hewitt prior to the February 10, 2011 call. – *Steve Hewitt reported that no recommendations or suggestions had been received up to this point. It was agreed to hold this as an open action item to be discussed further at the February 15, 2011 meeting. **Carry over item***

Read the Review Panel reports in advance of the February 15, Annual Meeting and be prepared to consider acceptance of the recommendations – Board members

Review the Standardization report and be prepared to vote for adoption of the proposed standardization policy on February 15, 2011 – Board members

Review the proposed Liability Policy Statement and the proposed by-law amendments to be offered - be prepared to vote on approval – Board members

Review the proposed budgets and work plans as presented and be prepared to vote on approval on February 15, 2011 – Board members

Distribute revised "final" agenda to AASHTO for inclusion in the February 15, 2011 Annual Meeting packet – Steve Hewitt

ATTACHEMENTS



S305 NGEC Executive Board Conference Call

February 10, 2011
4:00 pm Eastern
Call-in Number: 866 299 7945
Passcode: 5884801#

Agenda

1. Roll Call: Steve Hewitt
2. Welcome: Bill Bronte
3. Approving Minutes from the January 28, 2011 call and the November 18, 2010 webinar – Bill Bronte
4. Review of Action items from the January 28, 2011 Exec Board call – Steve Hewitt
4. Review of Annual Meeting logistics, including: security requirements, AV, room layout, seating... – Kevin Kesler/Leo Penne
5. Status of Review Panels reports and recommendations – Bill Bronte
6. Finalizing Budgets and Work Plans – Bill Bronte/Ken Uznanski
7. Status of Trainsets specification development issues – Mario Bergeron
8. Proposed Liability Policy Statement – Rod Massman
9. Other items – All
10. Adjourn – Bill Bronte

Approved – 2-10-2011

PRIAA Section 305 Next Generation Equipment Pool Committee (NGEC)

Annual Meeting
And
Executive Board Business Session

Agenda

February 15, 2011

USDOT
1200 New Jersey Avenue SE
Washington, DC 20590

8:00 - 8:30 am	Registration
8:30 – 8:40 am	Welcome and Introductions-Convene Annual Meeting - Bill Bronte, NGEC Executive Board Chair
8:40 – 8:45 am	Roll call of NGEC members present for Annual Meeting (Executive Board & non-Board member states) – Steve Hewitt, NGEC Support Services Manager
8:45 – 9:00 am	Chairman’s Report – Bill Bronte
9:00 – 9:15 am	Treasurers Report – DJ Stadtler, NGEC Treasurer and Chair, Finance Subcommittee
9:15 – 9:30 am	Report from the FRA – Mark Yachmetz
9:30 – 9:45 am	Report from Amtrak – Stephen Gardner
9:45 – 10:15am	Industry Input
10:15 – 10:30 am	Break
10:30 – 10:45 am	Proposed By-law changes – Rod Massman, NGEC Secretary, and Chair, Administrative Task Force
10:45 – 10:50 am	Vote on Proposed By-Law Changes
10:50 – 10:55 am	Convene Executive Board Business Session – Bill Bronte
10:55 – 11:00 am	Roll Call of Voting members of the Executive Board – confirm presence of a quorum– Steve Hewitt

- 11:00 – 11:05 am Approval of the Meeting Summary/Minutes of the February 10, 2011 Conference Call meeting of the Executive Board – Bill Bronte
- 11:05 – 11:25 am Standardization Report - Rob Edgcumbe
- 11:25 –12:00 pm Review Panel Reports and Recommendations: Larry Salci, Consultant
 1.) Single Level Standalone Cars Specifications
 2.) Diesel-Electric Locomotive Specifications
- 12:00 – 12:15 pm Discussion/vote:
 1.) Single Level Standalone Car Specification
 2.) Diesel-Electric Locomotive Specification
- 12:15 – 12:45 pm Remarks: USDOT Deputy Secretary John Porcari (**invited**)
- 12:45 - 1:30 pm Lunch Break
- 1:30 – 2:15 pm Report from the Technical Subcommittee – Mario Bergeron, NGEC Vice Chair and Chair, Technical Subcommittee
 1.) Review of Achievements To Date and a Look Ahead – Mario Bergeron
 a. Discussion/presentation on Next Steps for NGEC Specification Development – Rob Edgcumbe
 b. Presentation on Systems Engineering – Kevin Kesler
- 2:15 – 2:30 pm Break
- 2:30 – 3:15 pm Report from the Administrative Task Force –Overview - Rod Massman
 1.) Discussion of Liability/Indemnification Policy – Rod Massman
 2.) Copyright Specification Issues – Rod Massman
 3.) Proposed Budget –Work Plan for 4-1-2011 through 3-31-2012 – Rod Massman
- 3:30 – 4:15 pm Report from the Finance Subcommittee – Overview - DJ Stadtler
 1.) Discussion of Issues of Incorporation
 a. Report on Survey/Poll results – Rob Edgcumbe
 2.) Proposed Budget – Work Plan for 4-1-2011 through 3-31-2012 – DJ Stadtler
- 4:15 – 4:45 pm Strategy discussion/review of draft Exec Board Work Plan, Budget and Grant Agreement Modification – Bill Bronte/Ken Uznanski
- 4:45 – 5:00 pm Discussion/Vote on NGEC Work Plan, Budget and Grant Agreement Modification – Bill Bronte
- 5:00 – 5:20 pm Comments/Discussion – All Attendees
- 5:20 – 5:30 pm Review of Next Steps and new Action Items – Bill Bronte/Steve Hewitt
- 5:30 pm Adjournment