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# SECTION 305 NGEC Executive Board

MINUTES

FEBRUARY 13, 2018

11:30 EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Eric Curtit, Chair, S305 NGEC Executive Board</i>
<b>ATTENDEES</b>	<b>Board Members:</b> Eric Curtit, Eric Curtit also as proxy for Tim Hoeffner and John Oimoen, Tim Ziethen, Charlie King, Ray Hessinger, Michael Lestingi, Amanda Martin, Kyle Gradinger, Mike Jenkins, <b>Support Staff:</b> Shayne Gill, Strat Cavros, George Hull, Jeff Gordon, Sal DeAngelo, Momo Tamaoki, Patrick Centolanzi, Dave "Emeritus" Warner, Tammy Krause, Steve Hewitt
<b>ABSENTEES</b>	<b>Board Members:</b> Ron Pate, John Rosacker, Tim Hoeffner, John Oimoen, Arun Rao, Brian Beeler II <b>Support:</b> Jason Biggs, Jon Dees, Beth Nachreiner, Sal DeAngelo

## DECISIONS MADE

**1. Welcome –Eric Curtit, Chair, S305 NGEC Executive Board:**

Chairman Curtit, Missouri DOT, convened today's meeting and asked Steve Hewitt to call the roll.

**2. Roll Call –Steve Hewitt, NGEC Program Manager:**

Steve Hewitt called the roll and confirmed the presence of a quorum.

**3. Action items Review – Steve Hewitt:**

Steve Hewitt noted that most immediate action items are included in this agenda, with some standing items being table until the NGEC Annual Meeting to be held next week – 2-23-18.

The status of all open action items can be found below:

**Diesel-Electric Locomotive Procurement Update**

- a) *Of the 33-unit IDOT locomotive order, all 33 have been conditionally and finally accepted with Siemens.*
- b) *110 mph hour testing in MI and the Chicago/St. Louis line completed and the reports were submitted to the FRA by Amtrak on Mon 1/29.*
- c) *238.111a testing still needs to be completed on two Michigan corridors pending resolution of equipment and testing issues*
- d) *Twenty-One Chargers are currently in the Midwest.*
- e) *The locomotives stored at TTCI will ship to Chicago, as soon as storage space becomes available. Storage space in Chicago is being freed-up with the re-deployment of P-42 locomotives by Amtrak.*
- f) *WSDOT Units are operating in revenue service.*
- g) *Caltrans Locomotives are operating in revenue service.*
- h) *The Failure Review Board is established, with all JPE's included and Siemens. Amtrak representatives are participating in the meetings.*
- i) *Recurring bi-weekly warranty meetings with the JPEs are also being held by Siemens.*

**Next Update: 2-23-18 NGEC Annual Meeting**

**Procurement Updates:**

**Status Update – Multi-state Car Procurement (Caltrans - Lead State)**

- *SCOA/Siemens have been submitting contract deliverables on time. Caltrans/IDOT have been reviewing them and providing our comments back to them to finalize. Caltrans and IDOT are now working on the configuration management plan review and approval.*
- *Detailed Master Schedule was submitted by SCOA/Siemens on Jan 5. Caltrans/IDOT had a meeting with SCOA/Siemens to go over the schedule in detail on Jan 18. Caltrans/IDOT schedulers are working closely with SCOA/Siemens and are satisfied with the schedule and we'll approve as noted. We are still on schedule to begin production in summer 2018.*
- *The next design review meetings were scheduled for the week of Feb 5 at Siemens Sacramento Facility. The discussion topics will include end doors, wheelchair lift, diagnostics, lighting, electrical systems, and interior.*
- *Caltrans is meeting with three joint powers authorities on Feb 5 to review all the samples for railcar interior.*
- *Based on the discussions we are having at the design review meeting, Caltrans has been developing and submitting Document Change Requests (DCR) to NGEN. Caltrans has submitted three DCRs in December and awaiting approval from NGEN. And two more (air brake valve control & Seat spacing/mounting locations) DCRs will be submitted by the end of January.*
- *Caltrans will be meeting with Amtrak Clearance and Inspection Director, Mr. Mike Trosino to review some of the truck and clearance related questions that came up during the truck design review meeting. The meeting is scheduled in Philadelphia on Feb 22.*
- *Momo Tamaoki will be attending the NGEN annual meeting on Feb 23 to provide updates on the railcar procurement at NGEN.*

**Next update – 2-23-18 NGEN Annual Meeting**

**Mid-West States – Section 6 progress report:**

As of 1-30-18, the FRA has reviewed the DRAFT Section 6 report and submitted some revisions which are currently under review by the states. A meeting to discuss the report and revisions to it is expected to take place soon. The Equipment Board met last week to reflect on the FRA comments and to ensure consistency with Section 6 requirements.

**Next Update - 2-23-18 NGEN Annual Meeting**

**Technical subcommittee Progress Report:**

**As of 1-30-18:**

The subcommittee continues to monitor the progress of the two Multi-State equipment procurements and received updates from the lead states on those on 1-11-18. Updates were also provided on the activities of the AAR's TAG committee on LED Headlights. The subcommittee also continues to receive ongoing monthly updates from its Electronics on Trains working group. The next update on those activities will be provided on the next Technical subcommittee call - 1-25-18.

Additionally, on 1-11-18, the bi-weekly Document Control Update was provided. As most of you are aware, Tammy Krause left Amtrak at the end of December 2017. Tammy served as the NGEN Document Control Manager (DCM) and as its Revision Control Coordinator (RCC). Efforts are being made to contract with Tammy to continue those responsibilities as an outside consultant. Until that time, Michael Burshtin, Amtrak, is serving in the capacity of DCM and RCC. As Document Change Requests (DCRs) are submitted from Caltrans, as lead state for the multi-state rail car procurement, Michael has been processing them (3 thus far) and distributing them to the appropriate technical work groups.

**Next update – 2-23-18 – NGEN Annual Meeting**

**Finance and Administrative Subcommittee Monthly Progress Report:**

**As of 1-30-18:**

**Review of the Grant Agreement SOW and Budget as suggested by Amtrak Grants:**

Tim Ziethen was to work with Amtrak Grants to determine who will take the lead in reaching out to FRA Grants. (Due to the VCIP program there have been several changes within the Amtrak Grants office) Beth Nachreiner, FRA, recommended that Tim and/or Amtrak Grants work with Mike Longley, FRA Grants.

Tim Ziethen has agreed to take lead on this action and keep members of the FASC and Executive Board apprised.

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**Status: 1-30-18:**

Tim Ziethen reported that he has been working with Emily Chan and others from Amtrak Grants to complete the amendment to the SOW as reflected in the NGEC Executive Board's approved changes. Tim anticipates that today (1-30-18) or tomorrow (1-31-18) they will finish the amendment and send on through Amtrak legal for its review. Shortly thereafter, it will be submitted to FRA.

**Updating the two-page NGEC Educational document:**

The Finance and Administrative subcommittee agreed on several revisions in language and in changing the pictures to use more current photos of the Charger and an artist's rendering of the single level car being built for Caltrans and the Mid-West states under the current multi-state procurement. Once these changes were made, the document was to be submitted to the Executive Board for discussion on its 1-30-18 call.

**Status 1-30-18:**

The updated DRAFT was submitted to the Executive Board on 1-29-18 and will be discussed on the call today (1-30-18).

**Preparing for the NGEC Annual Meeting:**

Tim Ziethen, is completing the DRAFT NGEC Treasurer's Report and a FASC yearly progress report for review by the subcommittee on its next call 2-7-18 to be presented at the Annual Meeting of the NGEC on 2-23-18. He expects to complete the DRAFT this week and have it distributed to all FASC members for review and consideration on the 2-7-18 call.

Tim also noted that Caroline Decker, Amtrak Government Affairs, has been confirmed to provide the Amtrak update at the NGEC Annual Meeting.

**Preparing the NGEC Grant Quarterly Report to the FRA:**

**Status 1-30-18:**

The Final DRAFT of the quarterly report for the period ending on 12-31-17 has been completed and will be submitted today (1-30-18).

**Agenda item 5 will provide an update on the SOW revisions status.**

**The next full subcommittee report and Treasurer's report will take place on 2-23-18 – NGEC Annual Meeting**

**Acquisition and Ownership Best Practices Working Group:**

**Status as of 1-30-18:**

The working group met on 1-11-18 and reviewed a list of "bucket" items developed by Caltrans that the group should be focusing on.

The discussion on 1-11-18 primarily revolved around what items needed to be added to the list, or be better defined:

Training – especially as related to project management and quality control. Issues related to training include "train the trainer", and scheduling classes. Training appeared to be a topic that runs across several of the "bucket" items.

Preferences – "needs vs. wants" as compared to requirements. This topic is critical especially when the owner is not the operator. Interoperability and Safety are also key elements.

When looking at the topic of revenue service - "beef up" the issue of host railroads over which the equipment will operate.

Additionally, product liability insurance; agreements with the manufacturer on items such as service maintenance and support and overhaul planning; and material availability were cited as critical items to be covered.

A revised/refined list of topics will be prepared by Eric Curtit based on the 1-11-18 discussion and distributed to the members of the working group for review and comment.

The working group will meet again on 2-8-18 to finalize the list of topics and begin assigning members to take sections of the list and develop them further. The group agreed that, although the intent was to complete its work by the NGECE Annual Meeting, it is better to get it right than rush it. A status update will be presented at the meeting and a better sense of the timeline for completion will be identified.

The working group met again on 2-8-18 – a full report will be provided at the NGECE Annual Meeting.

**Next update - 2-23-18 NGECE Annual Meeting**

**2018 NGECE Annual Meeting:**

Final agenda review and preparations for the Annual Meeting are underway.

**Agenda item 7.**

**Review/Finalize NGECE Two-page Educational Document:**

**Agenda item 6.**

**4.**

**Approval of the Minutes from the 1-30-18 Conference call meeting – Eric Curtit:**

On a motion by Charlie King, Amtrak, and a second by Ray Hessinger, NYSDOT, the minutes from 1-30-18 were approved without exception.

**5.**

**Status of the Amtrak-FRA Grants Office Review of the NGECE Grant agreement SOW changes – Tim Ziethen, Amtrak:**

Tim Ziethen reported that the changes to the grant SOW along with the amendment form were sent to FRA Grants on 2-7-18. The Amtrak Grants office has talked with FRA Grants to confirm receipt of the submittal. Amtrak is waiting for any questions or feedback from FRA.

Tim Ziethen will provide a status update at the NGECE Annual Meeting next week (2-23-18). Michael Lestingi, FRA, will follow up with FRA Grants to make sure things are moving along.

**6.**

**Review-Finalize DRAFT Updated Two-Page Educational Document – Eric Curtit:**

Eric Curtit described the final changes being inserted by MODOT graphics into the update of the two-page educational document.

New pictures have been added; dates of and current versions of each of the specifications have been added to the timeline; "Results" has been changed to "Goals". Eric expects to have a Final DRAFT out by tomorrow (2-14-18). Unless there are fatal flaws noted by any of the members, this version will be printed by MODOT for distribution at the Annual Meeting on 2-23-18.

**7.**

**2018 NGECE Annual Meeting 2-23-18 - Steve Hewitt:**

- Finalize agenda

All members have received the latest version of the agenda. Steve asked if there were any changes to the agenda. Hearing none – Chairman Curtit approved the agenda as final.

- Attendee list to date

There are 67 registered attendees as of today (2-13-18) Names for tent cards and badges have been submitted to Kamasha Hendrickson, AASHTO. All documents to be printed and inserted in the meeting handout packets were also provided to Kamasha on 2-9-18.

- Confirm all speaker/presenters:  
All speakers have been confirmed.
- Deadline for Speaker presentations to Steve Hewitt – 2-16-18 or bring to the meeting on a thumb drive.
- Expense Re-imbusement forms for states have been sent out – anyone who does not have one – contact Steve Hewitt. Steve will bring hard copies of the form to the meeting as well.  
  
Momo Tamaoki requested a reimbursement form – Steve Hewitt agreed to send it to her following the call.
- Update – outreach to APTA. It is anticipated that Narayana Sundaram may be at the Annual Meeting. He has joined the NGEC industry participant group. If he is at the meeting, Eric will talk to him, and time permitting, may ask him to say something about the APTA PRESS effort.
- Eric Curtit reminded all members that jackets and ties are not required for the NGEC meeting.

**8.  
Other:**

**Eric Curtit announced that the next scheduled call (2-27-18) will be canceled, and the next call will take place on 3-13-18.**

**Adjourn:**

With no other business forthcoming, Chairman Curtit adjourned today's call at 11:23am Eastern.

**The next conference call is 3-13-18**

**Decisions/Action Items**

**Procurement Updates:**

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**Appointing a nominating committee:**

Per the NGEC By-Laws:

*The Chair shall appoint, not less than two months prior to the Annual Meeting, a Nominating Committee consisting of three (3) voting members of the Committee, which shall be responsible for presenting a list of the state representatives selected to serve as members of the Executive Board to be elected at the Annual Meeting. Following election of the Executive Board, the members of the Executive Board will elect the Officers of the Executive Board.*

*Newly elected Officers shall assume office at the conclusion of the Annual Meeting at which they are elected.*

On 12-19-17, Chairman Curtit announced that he has appointed Ray Hessinger, NYSDOT, and Tim Hoeffner, Michigan DOT, to serve, along with Eric, (who will chair), on the nominating committee.

On 1-16-18, Steve Hewitt reminded the Nominations committee to confirm with the current state Board members if they intend to continue as their state's representative on the Board.

**Review-Finalize DRAFT Updated Two-Page Educational Document – Eric Curtit:**

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