

# SECTION 305 NGENC Executive Board

MINUTES

JULY 17, 2018

11:30 EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Eric Curtit, Chair, S305 NGENC Executive Board</i>
<b>ATTENDEES</b>	<b>Board Members:</b> Eric Curtit, Charlie King, John Bell for Ray Hessinger, Tim Ziethen, Jeff Gordon for Michael Lestingi, Amanda Martin, Amanda Martin also as proxy for John Oimoen and for Arun Rao, Kyle Gradinger, Allan Paul, Mike Jenkins, <b>Support Staff:</b> Steve Hewitt, Strat Cavros, Tammy Krause, Beth Nachreiner, Michael Burshtin, Patrick Centolanzi, Larry Salci
<b>ABSENTEES</b>	<b>Board Members:</b> Ron Pate, John Rosacker, Tim Hoeffner, Brian Beeler II, John Oimoen, Arun Rao, Michael Lestingi, <b>Support:</b> Jon Dees, Shayne Gill, Jason Biggs, Chris Witt, Sal DeAngelo

## DECISIONS MADE

### 1. Welcome –Eric Curtit, Chair, S305 NGENC Executive Board:

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

### 2. Roll Call –Steve Hewitt, NGENC Program Manager:

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

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

Steve Hewitt noted that all, but two actions items are covered under the agenda. The two not covered today (Update on the Amtrak Equipment Procurement, and an update on the activities of the Equipment Acquisition and Ownership Best Practices Working Group), are scheduled to be on the agenda for 7-31-18.

The status of all open action items as of 7-3-18 can be found below:

#### Status Update – Multi-state Car Procurement (Caltrans - Lead State) 7-3-18:

- *Caltrans is working on the Document Change Requests (DCR) for the cab cars to submit to the NGENC. We are submitting those DCRs is July.*
- *Caltrans visited Televic (communication components vendor) yesterday (June 27) to get more information about what the system can offer. California is really interested in expanding on-board information system in our state-owned fleet.*
- *Testing and Commissioning internal meeting is scheduled for July 10 in Sacramento, CA. After the internal meeting, Caltrans and IDOT will be meeting with Amtrak, FRA, SCOA and Siemens on August 7 & 8 to clearly define roles and responsibilities regarding the testing and all logistics and costs associated with it. (i.e. insurance, indemnification, etc.)*
- *The design review meetings took place in the week of June 18. The discussion topics included: the final design review of double sliding step, Seats, lighting system, and communication analog system. We also talked about testing and PRIIA compliance during the design review. Our PRIIA compliance plan was approved by FRA on 6/15. The next design review is scheduled for the week of Aug. 6 in Chicago. The discussion topics include interior, coupler, diaphragm, End Doors, Wheelchair Lift and Trap Door.*

#### Agenda item 6

#### The Charger - Diesel-Electric Locomotive as of 7-3-18:

There has been an issue with Cottonwood trees causing problems with the intake and that it is not as convenient to clean out as it should be. Siemens has been contacted and is looking into it.

The PTC Safety Plan is being worked on with Amtrak and the vendors.

#### Agenda item 7

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**Mid-West Section 6 Plan Update – 7-3-18:**

The Section 6 Plan has been accepted by FRA.

**Metro North Dual Mode Locomotive Procurement as of 7-3-18:**

On 6-19-18, Ray Hessinger, NYSDOT, reported that Metro North and Amtrak have reviewed their respective specs side-by-side and have identified several differences, but “no show stoppers”. Amtrak will try to include what they can from the Metro North specification into the specification in their RFP, but not in the initial amendment of their spec.

They are working to come up with a specification that would work for both parties even if not under the same procurement. The intent is to get a spec that they can both work off. Ray noted that Amtrak, time-wise is ahead of Metro North’s schedule.

Nothing new to report on 7-3-18

**Agenda item 8**

**Update: Treasurer’s Report/Finance and Administrative subcommittee activities update - Tim Ziethen:**

a. Status Revised SOW

The revised SOW is in the final review stage with Amtrak Legal. It has been approved by Tim Ziethen and Amtrak Grants. The changes under review are those requested by FRA, and additional verbiage/clarifications added by Amtrak in responding to the FRA revisions. The next step is for FRA approval. It is anticipated that it will either go out this week (after the July 4<sup>th</sup> Holiday), or possibly the following week.

Tim Ziethen will also send the revised document to Steve Hewitt and Eric Curtit to determine if the changes made are substantive enough or significant enough to require another review and approval by the NGEN Executive Board. Either way, the final version will be distributed to all Board Members.

b. Spend Rate/Balance

There is a \$42,000 invoice from AASHTO currently in the review process. It should be paid soon. Tim did not have a current grant balance available today but noted that the NGEN continues to underspend. The rate is about half of what is called for in the grant agreement. Tim is projecting that the spend rate is about \$40,000 a quarter – consistent with the last two quarters. Tim will provide an updated statement to Steve Hewitt.

c. Status: April-June 2017 AASHTO Invoice

Tim reported that he has a call into Amtrak’s Accounts Payable to get a copy of the check that was issued for the April-June 2017 AASHTO Invoice (which AASHTO is not showing as received). If there is no proof that the check “went out the door”, Tim stated that Amtrak will re-issue the check.

d. 12 Month No-cost grant agreement extension – eligibility?

Tim has talked with the Amtrak Grants office about the current grant agreement being eligible for a 12 month no-cost extension and they have confirmed it is eligible and is a part of the amended document that will be sent over to FRA. In the standard agreement it refers to 12+ months – Tim is unsure what the + means, but the extension is a part of the grant amendment.

Eric Curtit asked again for confirmation from FRA that their interpretation is also that it is eligible for a no cost 12-month extension.

e. NGEN Audit – timing – process

There are two audits noted in the Grant agreement – one after year one and another at the end of the agreement – either the current period or the extended period (if extended). Tim Ziethen asked if the one-year audit had been done – Steve Hewitt responded that it had not. Tim will reach out to the Grants Office to determine if two separate audits are necessary – one – midterm and one at the end of the 12-month extension (if granted). There are funds for two audits contained in the SOW and Budget.

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**Agenda item 5**

**Document Control Update – 7-3-18:**

There have been recent questions and clarifications provided to the Technical spec writer, and it is expected that the 305-003 Revision B.1 specification will be finalized (as approved) by next week.

At this point, there are no DCRs that have not been addressed.

**Agenda item 9**

**Acquisition and Ownership Best Practices Working Group 7-3-18:**

The Working Group met on 6-28-18 and heard reports from most of the team leaders assigned to each of the Sections as identified on the last call.

Actions:

Team Leaders will continue to work on their section DRAFTS between now and the next call.

DRAFTS should be distributed for working group members to review and comment on (in track changes) in advance of the next call.

Each Team leader will be asked to provide a status update on their progress on the next call – 7-26-18.

The Working Group has established a call schedule – it will meet every 4 weeks on Thursdays at 4:00PM Eastern.

Steve Hewitt will send Jeff the meeting schedule and all background materials. The next call is 7-26-18 – 4:00pm Eastern.

**Next Update 7-31-18**

**Amtrak Locomotive Procurement – 7-3-18:**

Charlie King clarified that the Amtrak RFP and RFI, and, in general, the procurement will be well communicated among the organizations involved (NGEC and SAIPRC). To prevent duplication and confusion Charlie's approach is that the NGEC (especially its Technical subcommittee) will be where technical concerns are addressed. SAIPRC will be the place where costs and states relationships are addressed.

The RFP for power is out – questions are coming in – with about 18 received so far. About 5 companies seem to be asking the questions. Unknown if all 5 will bid.

The RFI for passenger car equipment including trainsets, DMUs etc., was released by Amtrak on 6-27-18, and will generate more input and discussion.

**Next Update – 7-31-18**

**4.**

**Approval of the Minutes from the 7-3-18 Conference Call Meeting – Eric Curtit:**

On a motion by Allan Paul, NCDOT, and a second by Amanda Martin, Iowa DOT, the minutes from the 7-3-18 Executive Board Conference Call Meeting were approved without exception.

**5.**

**Treasurer/Grant related Status Updates - Tim Ziethen, Amtrak:**

- a. Status Revised SOW  
Tim Ziethen reported that Amtrak Grants office informed him that the Grant Amendment Request (GAR) and the revised Statement of Work (SOW) have been sent to FRA after addressing comments received previously from FRA. Amtrak is now waiting for FRA's response – additional comments or approval of the submittal.
- b. 12 Month No-cost grant agreement extension – confirming eligibility

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Tim clarified that, as a part of the GAR is an option for a 12 month no-cost extension. Amtrak, in submitting the GAR, and the revised SOW checked the box requesting the 12-month extension. If the GAR is and the revised SOW is approved, the extension will be a part of the approved SOW. No further action needed. Should be required by the NGEC Executive Board.

Beth Nachreiner, FRA, agreed to check with the FRA Grants office to see if the submittal was received and what the status is. Beth will communicate with Tim Ziethen to confirm if it has been received or not, and/or let him know the status.

c. NGEC Audit – Two or One?

This is still under discussion between FRA and Amtrak as to whether it is necessary or would be duplicative.

Beth Nachreiner explained that she had been alerted by FRA Grants about the inclusion of an audit in the NGEC SOW and wondered if it was something that the NGEC felt was necessary or if the fact that all Amtrak Grants are covered by the single audit process. This process would not provide a deep analysis of the 305 (NGEC) Grant – it would be very broad as it would be a part of a single audit of all Amtrak Grants – and it is up to the NGEC Executive Board to determine if it feels it should also have a program audit performed.

Eric Curtit, Chairman of the NGEC Executive Board, asked “are we required to undergo a program audit?”

Beth replied that she does not know for sure. Beth asked if an audit would be conducted by AASHTO.

Strat Cavros responded that since the NGEC “is not an entity upon itself, Amtrak conducts an audit of its own books, and it would not be incumbent upon us (AASHTO) to conduct an audit on ourselves.”

Tim Ziethen explained that the last audit that the NGEC contracted for was conducted by Amtrak’s OIG. The OIG or an outside auditor could do any future audits. Two are budgeted for in the SOW. Tim also noted that, “assuming the 12-month extension, if we go forward to do the 2 audits, we would do one at the end of this year and one at the end of the grant”. The question is do we do 2 or 1 or none, because it is addressed by the single audit process.

Eric Curtit commented “we need to do what is required by the law...since Amtrak does the draw-down and management of the Grant, whatever Amtrak’s requirements are is what we should do.” He added, “I never want to ask for an audit that is not necessary...I would defer to Amtrak to see what we need to do to comply with the law.”

Beth Nachreiner said that she would pose the question to FRA.

Tim noted that his instinct is that Amtrak will agree that 305 is a part of the single audit provision.

Eric noted that he is fine “as long as the single audit process fulfills the requirement.”

Beth will check with FRA and let Steve Hewitt know what the recommendation or confirmation is from FRA so that he can inform the Board without having to wait until the next call (7-31-18).

d. NGEC Budget Balance:

Tim Ziethen reported that the total spent under the current Grant is \$224,000 and the Plan amount s \$1,250,000. This leaves a balance of approximately \$1,026,000.00. Tim will provide an exact “to the penny” amount and provide it to Steve Hewitt for dissemination to the Board.

e. Status: April-June 2017 AASHTO Invoice:

Tim reported that he has asked Amtrak’s Accounting office to provide him with the cancelled check for

the invoice noted above. Tim has confirmed that Amtrak records show the invoice was paid, but the funds transfer has not been confirmed. Once Tim has the answer, he will send the information to Strat Cavros, AASHTO, and cc Steve Hewitt and Eric Curtit.

- f. Requesting submittal of invoices monthly rather than quarterly:

Tim Ziethen raised the issue of requesting that AASHTO submit its invoices monthly, if possible, as the quarterly submittals are unwieldy and can cause delays in processing. A month to month basis would make the process simpler and more efficient.

Strat Cavros, AASHTO, noted that, while it is not AASHTO's normal process to submit monthly invoices, it is understandable, and they could possibly make an exception for Amtrak. Strat and Tim will talk off-lie to see if this would work, or if another solution may make the processing of three months of invoices more manageable.

**6.**

**Update – Multi-State Rail Car Procurement – Kyle Grading, Caltrans:**

- *Caltrans is working on the Document Change Requests (DCR) for the cab cars to submit to the NGENC. We are still on schedule to submit those DCRs in July. Two are already completed.*
- *Caltrans and SCOA are working on the Wi-Fi change order for Caltrans cars. Coach 1 B cars (End cars) will include the same six Wi-Fi antennas and cable arrangement as installed on the AAF. Access points and routers are not included and will be installed later by Caltrans.*
- *The Internal Testing meeting took place between Caltrans, IDOT, SCOA and Siemens on July 10 in Sacramento, CA. We discussed strategies and overview of Vehicle Qualification Testing, Static Testing and Dynamic Testing. Based on some of the scenarios explored during the discussions, Caltrans is preparing a rough draft of test plan to share with Amtrak and FRA for the workshop that will be held on Aug. 7 and 8 to discuss testing and all logistics and costs associated with it. (i.e. technical, insurance, indemnification, etc.)*
- *The next design review is scheduled for the week of Aug. 6 in Chicago. The discussion topics include interior, coupler, diaphragm, End Doors, Wheelchair Lift and Trap Door.*
- *We are in the process of scheduling our first café cars design review meeting in September. We are targeting September 11 & 12. It will be held in Sacramento.*

**7.**

**Charger Locomotives Update – Mid-West Section 6 Activities – John Oimoen, IDOT:**

John Oimoen was not available for today's call but reported prior to the call that the Section 6 plan was accepted by FRA, as reported on the last call, and there is no update on the Charger Locomotives.

**8.**

**Update: Metro-North Dual Mode Locomotive Procurement: John Bell for Ray Hessinger:**

John Bell reported that he had contacted Ray Hessinger prior to the call, and Ray confirmed that there was nothing new to report at this time.

**9.**

**Update: Document Control – Tammy Krause:**

Tammy Krause reported that she had not received any new DCRs – all received had been processed. Kyle Grading will check on the status of the DCRs he mentioned in his report (agenda item 6) and be sure they are submitted.

Tammy reminded Eric Curtit that she had sent him the cover sheet on the completed 305-003 Revision B.1 Single Level Specification. Once he has signed it, she will send the completed spec to Steve Hewitt and inform AASHTO.

Larry Salci raised the issue of 4 DCRs for the Single Level Specification that had previously been rejected (051, 163,164 and 172). Tammy responded that they had all been approved or approved as amended through the technical working groups. Michael Burshtin pointed out that they now had different numbers.

Larry noted that they have not been approved by the Technical subcommittee, that he realizes Tammy is holding Executive Board approval of additional DCRs until there is a more complete package, but, for the manufacturer to proceed, it is necessary to get formal Technical subcommittee approval.

Tammy suggested that she compile the 4 approved DCRs and provide them to Steve Hewitt for distribution to the Technical subcommittee in advance of the next call (7-26-18) and that they be discussed and voted on during that call.

Charlie King, Technical subcommittee Chair, agreed with Tammy's suggestion, and asked Steve Hewitt to include it on the agenda for next week's Technical subcommittee call.

**10.  
Other:**

With no further business forthcoming today, Chairman Curtit adjourned the meeting at 12:03pm Eastern.

**The next conference call is 7-31-18**

**Decisions/Action Items**

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**The Charger - Diesel-Electric Locomotive and Mid-West Section 6 Plan Update 7-17-18:**

The Section 6 Plan has been accepted by FRA (as previously reported on 7-3-18).

No other updates reported on 7-17-18

**Metro North Dual Mode Locomotive Procurement 7-17-18:**

As of 6-19-18, Metro North and Amtrak had reviewed their respective specs side by side and identified several differences, but "no show stoppers". Amtrak was to try to include what they can from the Metro North specification into the specification in their RFP, but not in the initial amendment of that spec.

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**Next Update – 7-31-18**

**S305 NGEC Executive Board Conference Call  
July 17, 2018  
11:30 AM – 12:30 PM Eastern**

**Agenda**

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| 1. Welcome and Open the Meeting  | Eric Curtit    |
| 2. Roll Call   | Steve Hewitt   |
| 3. Action Items Status Review  | Steve Hewitt   |
| 4. Approval of Minutes from 7-3-18                                     | Eric Curtit    |
| 5. Treasurer/Grant related Status Updates                              | Tim Ziethen    |
| g. Status Revised SOW  |                |
| h. NGEC Budget Balance   |                |
| i. Status: April-June 2017 AASHTO Invoice                              |                |
| j. 12 Month No-cost grant agreement extension – confirming eligibility |                |
| k. NGEC Audit – Two or One?  |                |
| 6. Update: Multi-State Car Procurement                                 | Kyle Gradinger |
| 7. Update: Charger Locomotives and Mid-West Section 6 Activities       | John Oimoen    |
| 8. Update: Metro-North Dual Mode Locomotive Procurement                | John Bell      |
| 9. Update: Document Control  | Tammy Krause   |
| 10. Other  | All            |

**Next Call -7-31-18**