

SECTION 305 NGENC Executive Board

MINUTES

JULY 21, 2010

1:00PM EST

WEBINAR

FACILITATOR	<i>Bill Bronte, Chair, S305 NGENC Executive Board</i>
ATTENDEES	Board Members: <i>Bill Bronte, DJ Stadtler, Rod Massman, Kevin Kesler, Alan Ware, Kevin Lawson, Tammy Nicholson, Caitlin Hughes Rayman, Don Hannon, Scott Witt, Ron Adams, Dale Engelhardt (as proxy for Mario Bergeron)</i> Support Staff/Observers: <i>Ken Uznanski, Rob Edgcumbe, Steve Hewitt, David Ewing, Leo Penne, Shayne Gill, Eloy Martinez, Tammy Krause, Greg Gagarin, Steve Fretwell, Jeff Gordon, Stan Hunter, Anand Prubhakaran</i>
ABSENTEES	Board Members: <i>Mario Bergeron, Pat Simmons, Joe Kyle</i> – Support Staff/Observers: <i>Paul Nissenbaum, Marvin Winston, Drew Galloway, John Bennett, Nancy Greene, Robin McCarthy, Stephen Gardner,</i>

DECISIONS MADE

The S305 NGENC Executive Board met via Webinar/conference call for the purpose of reviewing and voting for approval of the DRAFT needs/requirements document – “Specification Evaluation Criteria – Bi-Level Intercity Car” - drafted by Stan Hunter, CALTRANS, at the request of the Executive Board at its May 26, 2010 meeting. Roll call was taken by Steve Hewitt, and it was determined that a quorum of Executive Board voting members was present.

Bill Bronte, Chair of the S305 NGENC Executive Board, welcomed the Board Members, support staff and observers attending the webinar/conference call; and thanked the Executive Board, Amtrak, FRA and, especially, the members of the S305 Technical Subcommittee; for the hard work and conscientious effort that has been put forth over these past six months. The hard work of all involved in adhering to an aggressive schedule and timeline has enabled the subcommittee and the S305 Committee, as a whole, to come to the point where it is about to adopt the first PRIIA specification – Bi-Level car. Bill summarized that this first task, once accomplished, will prove to be an enormous undertaking and a true success story of historical significance. Others on the call echoed Bill’s sentiment and thanked all participants for a great effort.

Stan Hunter provided an overview of the draft needs/requirements document, and emphasized his reasoning for including an historical perspective preamble in the document which provides context and background. His intent was to “create a legacy of what we are doing here” – this work will result in cars being built in accordance with the PRIIA Bi-Level specification, and this document creates a lasting written record of why we did what we did and shows that we addressed the needs that were meant to be addressed.

Kevin Kesler noted that it is important that the requirements document, when finalized, gives us an evaluation tool by which the Executive Board can measure the specification against. The end result should be that there is “proof of a sound process; proof of a sound technology; and proof of a sound product”. Kevin stated further that the Executive Board needs to be able to assure themselves that the end result is that equipment procured fulfills all of the needs requirements and that there should be a yardstick that states where we are. He suggested that it would be prudent to take the document, as drafted, and “take it through to a check list that will allow review of the specifications by the Board and it’s surrogates”. FRA has a consultant on board (identified as Anand Prubhakaran of Sharma Associates) and, as agreed to by the Executive Board on May 26th, the consultant will assist in the review effort and submit a report to the Executive Board. He explained that the consultant had begun to break the draft document into a check list and will submit a report to the Executive Board.

Rob Edgcumbe asked Kevin Kesler if the document under consideration fulfills the needs deemed necessary for measuring the specification – Kevin stated that he did not know for sure, and that there may be items missing. The development of the checklist will assist in ensuring that items are not missing, and will build from the draft document that has been presented.

Rob reminded the Board that the purpose of this webinar meeting was to vote for approval of the draft needs/requirement document.

For purposes of clarification and adherence to the process established by the Executive Board on May 26th, Steve Hewitt described the steps that the Board had established to be followed for final approval of the specification:

1. The Technical subcommittee will complete its process for approving the bi-level specification in a day and a half meeting in Chicago, July 29 and 30. The subcommittee will vote, in accordance with the voting procedures adopted July 1, on approval of the specification.
2. Once the Technical subcommittee has approved the specification, it is turned over to the Review Board that was appointed by the executive Board on May 26th. The members of the Review Board are: Bill

Bronte, Mario Bergeron, Scott Witt, Kevin Kesler, and Dale Engelhardt and a consultant to be provided by FRA (Anand Probhakaran)

3. The Review Board can begin its work as soon as the spec is approved - at the conclusion of the Chicago meeting on July 30th – and it has until August 20th to review the specification against the requirements document – and, at that point, (August 20,2010) the Review Board is to file its report to the Executive Board. (The report to be written by the consultant)
4. On August 31, 2010, the Executive Board will meet in Washington DC, at the Hall of the States to approve the specification and conduct other business of the Board at that time as well.
- 5.

Steve also noted that the Review Board members were all registered to attend the Chicago meeting.

It was agreed that this is the process established by the Executive Board on May 26th and the members of the Review Board are as described in item #2 above.

Kevin acknowledged the steps were correct, as described, but, in response to Rob's reminder about the purpose of this webinar meeting, Kevin stated that "the requirements document does not need to be approved today, but it does need to be approved before hand off to the Review Board".

Considerable discussion continued, during which, Bill Bronte expressed concern that "we are mixing the specs vs procurement" and a concern that "we are taking a radical shift in direction" not envisioned by the Board on may 26th. Kevin expressed the opinion that the document prepared by Stan was a "draft", and that preparing a checklist (which Anand had begun to develop) would evaluate the specs against the needs document. It was also pointed out, by Rob Edgcumbe, that process needs to be in the requirements document and the early draft of the check list – which Rob had seen- does not include process, whereas the needs/requirement document under consideration does.

Much discussion also ensued regarding the fact that the usual process for developing a specification would be to have a requirements document in advance. It was agreed, however, that because this first effort was beginning with an already developed bi-level spec (CA 21) - as its starting point – the process was different and it was agreed that there will be a requirements document in advance of the development of the single level and locomotive specifications as those specifications will be starting out with a straw man as opposed to the Bi-level specification starting from the basis of the CA 21 spec.

Dale Engelhardt emphasized that the methodology used by the Technical subcommittee to develop the specification followed PRIIA requirements and was an open process throughout. He also noted that the July 29-30 meeting was an additional effort to provide subgroups, who had focused on their team's assignment and areas of responsibility, with an opportunity to take a look at the specification in its entirety; which would essentially, provide the subcommittee members with one more chance to make modifications before a vote for approval would take place.

Dale expressed the opinion that the Executive Board should accept the needs/requirements document with an understanding that we will be able to "refine and improve it"

Continued discussion focused on whether or not the document under consideration was deficient – and whether or not there was a need to "reinvent a document that may not need to be rewritten" and, in effect, impact the timeline, schedule and process established by the Executive Board previously.

After much discussion had taken place, Bill Bronte made a motion for the Board to accept the needs document, as written, and to allow Kevin and his team time to review it more completely and to add items or revise items if necessary, but to keep the process moving ahead by approving the document. If there were changes suggested, subsequent to approval of the document, those changes or additions could be addressed between now and the hand off to the Review Board.

The motion was seconded by Scott Witt, and on a roll call vote of all members present, (the presence of a quorum having been established), the motion passed without dissent or exception.

It was agreed that Stan Hunter and the FRA team would have a phone conversation to discuss any concerns with the recommended, and now approved, needs document; and that they would, if needed, produce a consensus "version 2" for the Chicago meeting. If necessary, there would be an opportunity for the Board, via conference call, to approve "version 2" prior to Chicago.

It was agreed that any comments or clarification questions that Board members may have as they continue to review the document should be submitted to Bill Bronte and Kevin Kesler.

Action Items

Kevin Kesler and the FRA team are to review the approved document and submit proposed changes/additions for consideration prior to Chicago.

Stan Hunter and the FRA will meet via phone call, to discuss the document and any changes/additions that may be warranted - and will, if necessary develop a consensus "version 2' for Board approval prior to Chicago – July 29-30.
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Board members are to submit clarification questions and/or comments on the approved document to Bill Bronte and Kevin Kesler.

ATTACHEMENTS



Agenda – S305 Executive Board Webinar Meeting

July 21: 1:00 -2:00PM Eastern - 10:00-11:00AM Pacific

Call in # for Audio: 1-800 930 8721 or 1 630 693-3926

Pass code: 9379517#

<https://www1.gotomeeting.com/register/147202177>

1. **Opening Remarks** – Summary of 305 Activities –Purpose of this meeting – Chairman Bill Bronte
2. **Roll Call - Determine presence of a Quorum** - Steve Hewitt
3. **Overview of the Draft Requirements Document** – Bill Bronte/Stan Hunter
4. **Clarifying Questions** – Executive Board Members/representatives
5. **Recommended Changes** – Executive Board Members/representatives
 1. Minor
 2. Major
6. **Action** - Executive Board
7. **Concluding Comments** – Bill Bronte
8. **Next Steps** – Bill Bronte