

S305 Structure and Finance Task Force

MINUTES

FEBRUARY 11,
2013

2:30PM EDT

CONFERENCE CALL

FACILITATOR	<i>Eric Curtit, Missouri DOT, Chair, Structure and Finance Task Force</i>
ATTENDEES	<i>Eric Curtit, Ron Pate, Bill Bronte, Al Ware, Gordon Hutchison, Michael Burshtin, David Ewing, Vincent Brotski, Kevin Kesler, Ryan Swick, Leo Penne, Andy House, Jeff Mann</i>
ABSENTEES	<i>Tim Hoeffner, Chad Edison, Steve Hewitt, Jeff Gordon, Nico Lindenau, Ashok Sundararajan, Larry Salci, Shayne Gill</i>

DISCUSSION/DECISIONS MADE

<p>1. Roll Call – Steve Hewitt:</p> <p>In the absence of Steve Hewitt, Andy House, AASHTO took the roll of members on the call and it was determined that a quorum was present.</p>
<p>2. Welcome – Eric Curtit:</p> <p>Eric thanked all participants for taking the time to be on today's call.</p>
<p>3. Approval of the Minutes from January 14, 2013 – Eric Curtit:</p> <p>The minutes from the 1/14/13 call were approved. Motion by Ron Pate, seconded by Bill Bronte.</p>
<p>4. Review of Action Items – Andy House:</p> <p>Andy House provided a brief review of open action items:</p> <p>SFTF members are asked to review the draft problem statement prepared by the contractor and Eric Curtit and Chad Edison and to provide any comments to Eric (cc to Steve Hewitt) prior to the next call. (January 28, 2013) Status: As of January 23, 2013, no comments have been submitted – the project is moving forward.</p> <p>Eric Curtit will be working closely with the contractor, and expects to have substantial product ready for the SFTF review on the January 28, 2013 call. Status: An update is on this agenda</p> <p>Eric Curtit has informed the contractor that he wants a full revised schedule with a timeline going to the end of the project. The first priority, however is resolving the problem statement. The revised schedule will be done at a later date. It will remain as an open action item until completed. Status: Nothing new to report – remains an open item.</p> <p>For phase 1 of the implementation plan, it was agreed that the following initial actions would be taken: David Ewing and Steve Hewitt will:</p> <ol style="list-style-type: none">1. Draft a high concept introduction, using existing material.2. Suggest people and material for interviews.3. Work with Leo Penne on part 3 of phase 1. <p>It was also agreed that David and Steve, after conducting interviews will inform the SFTF whether or not they believe external professional services may be required. Status: An action plan was submitted to Eric Curtit, and approved. Steve Hewitt distributed the plan to all SFTF members with the agenda for this call. David Ewing will review the plan on today's call.</p>
<p>5. Status Update: Section6/Fleet Deployment project - Eric Curtit/ PB:</p>

Next call: February 25, 2013

ATTACHMENTS