

S305 Structure and Finance Task Force

MINUTES

JULY 15, 2013

2:30PM EDT

CONFERENCE CALL

FACILITATOR	<i>Eric Curtit, Missouri DOT, Chair, Structure and Finance Task Force</i>
ATTENDEES	<i>Eric Curtit, (Eric also as proxy for Ron Pate) Bill Bronte, Chad Edison, Michael Burshtin, Darrell Smith, Dan Black, Kevin Kesler, David Ewing, Vincent Brotski, Steve Hewitt, Ashok Sundararajan, Sara Sarkhili</i>
ABSENTEES	<i>Ron Pate, Al Ware, Tim Hoeffner, Leo Penne, Shayne Gill, Larry Salci, Nico Lindenau</i>

DISCUSSION/DECISIONS MADE

1.

Welcome – Eric Curtit:

Eric Curtit welcomed all to this SFTF conference call meeting and asked Steve Hewitt to call the roll.

2.

Roll Call – Steve Hewitt:

Steve Hewitt called the roll and determined that a quorum was established.

3.

Approval of the Minutes from April 22, May 20, and June 17, 2013 – Eric Curtit:

Due to the lack of a quorum, the minutes from the April 22, 2013 and May 20th were held over for a vote on the next call (July 15, 2013). The minutes remained posted as draft waiting the first opportunity in which a quorum is present and they can be voted on.

On a motion by Darrell Smith, Amtrak, and a second by Bill Bronte, Caltrans, the minutes from April 22, May 20, and June 17, 2013 were approved without objection.

4.

Status: Review of Task 1 of the Section6/Fleet Deployment project - Eric Curtit:

Eric apologized for the fact that the review of Task 1 is not yet complete. He explained that his time has been taken up with a series of events in Missouri including a train collision and a bridge collapse.

Eric added that he will have time this week to complete his review, and compile all core team comments into the document by early next week. (July 22) He also noted that the document is somewhere around 80 pages long – so it does take time to go through it.

Eric asked Chad Edison to provide his thoughts on the Task 1 document.

Chad commented that the document, as submitted by the contractor, “addressed most scope items, but did not deal with some of the items in the actual RFP.” Chad also noted that there were areas which needed to be “reorganized in how the data is presented.” He also commented that some of the contractor’s recommendations needed more clarity. “This is the nature of the comments.”

Chad added that the document will be “marked up” so all SFTF members can see what “we (the review team) have put in.”

Eric then provided a proposed timeline for full SFTF review of Task 1 and submittal of the document to the Executive Board.

The initial timeline presented by Eric called for one week for full SFTF review. Bill Bronte asked that a fall back timeline be provided which would give members more time to review the approximately 80 page document and the comments from the core team.

Steve Hewitt recommended that the timeline be moved back one week now rather than have two timelines – one primary and one fallback. Steve felt that a move now would still get the Task 1 document to the Board before the end of August (by its scheduled August 20, 2013 conference call).

Ultimately, the following timeline was agreed to:

July 22, 2013: Core team review and comments distributed by Steve Hewitt to the full SFTF.

August 5, 2013: SFTF member comments submitted to Eric Curtit (cc to Steve Hewitt)

August 12, 2013: The SFTF regularly scheduled call is held with the primary purpose being to finalize and approve the Task 1 document. Following SFTF approval, the document will be sent to the Board prior to its August 20th conference call.

August 20, 2013: The Executive Board will meet on August 20th for its regularly scheduled call, with Task 1 as an agenda item. The document will have been sent to Board members prior to this call, and will include a compilation of comments received, and approved by the SFTF. On this date, the Executive Board will begin its review of Task 1.

Eric, responding to a question about the contractor status, answered that they are “on hold for now” awaiting Task 1 approval.

**5.
Adjourn:**

With nothing further to come before the SFTF today, the July 15, 2013 conference call meeting was adjourned at approximately 3:20pm EDT.

Decisions and Action Items

The context effort originally assigned to David Ewing and Steve Hewitt remains suspended in anticipation of a number of upcoming activities that will provide additional information.

The Section 6/Fleet Management Plan contractor has submitted a second version of Task 1. The core review team is in the process of completing its review. A timeline has been agreed to for completing the full SFTF review and advancing the Task 1 document to the Executive Board by August 20th (see timeline in minutes – above).

It was agreed that the next SFTF call will take place as scheduled on August 12th at 2:30pm EDT with the primary purpose of the call being a review and consideration for approval of Task 1 by the SFTF.

