

# SECTION 305 NGEN

## Executive Board Conference Call Meeting

MINUTES      JANUARY 8, 2013    11:30AM EASTERN    CONFERENCE CALL

<b>FACILITATOR</b>	<i>Bill Bronte, Chair, S305 NGEN Executive Board</i>
<b>ATTENDEES</b>	<b>Executive Board Members:</b> <i>Bill Bronte, Mario Bergeron, Paul Nissenbaum, Gordon Hutchinson, Ron Adams, Eric Curtit, (Eric is also acting as proxy for Al Ware) John Oimoen, Ray Hessinger, Paul Morris, Johnson Bridgwater, John Sibold, <b>Support Staff:</b> Anthony Fuller, Ron Pate, Jason Biggs, Leo Penne, Shayne Gill, Andy House, Steve Hewitt, David Ewing, John Tunna, Chad Edison, Nico Lindenau, Ryan Swick, Vincent Brotski, Dave Warner, Darrell Smith, Martin Schroeder</i>
<b>ABSENTEES</b>	<b>Board Members:</b> <i>Kevin Lawson, Tammy Nicholson Al Ware (represented by proxy by Eric Curtit) <b>Support Staff:</b> Tim Hoeffner, Whitney Phend, Dale Engelhardt, Ashok Sundararajan, Larry Salci, Jeff Gordon, Kevin Kesler,</i>

### WELCOME/ROLL CALL/MINUTES

**Opening – Bill Bronte-chair:**

Chairman Bill Bronte opened the conference call by welcoming all those in attendance, and hoping that they all had an enjoyable holiday season.

Bill specifically welcomed Martin Schroeder, as APTA’s representative, and thanked him for joining the Executive Board calls. Bill noted “there are a lot of good things happening in partnership with APTA...things are moving a pace and working together is great!”

**Roll Call – Steve Hewitt, Manager, S305 NGEN Support Services:**

Steve Hewitt took a roll of Executive Board members, and the presence of a quorum was confirmed with 12 of 14 voting members present or represented by proxy.

**Approval of the Minutes from the December 11, 2012 Executive Board Conference Call Meeting:**

Bill Bronte asked for a motion to accept the minutes of the December 11, 2012 Executive Board call.

On a motion by Eric Curtit, Missouri DOT, and a second by Paul Nissenbaum, FRA, the minutes of the December 11, 2012 conference call meeting of the Executive Board were approved without objection.

### Review of the Status of Action Items from December 11, 2012 – Steve Hewitt:

The locomotive procurement status will remain as an agenda item to keep the Board updated as to its progress. (ongoing) **Status: This is a standing agenda item.**

Jeff Gordon will continue to provide the AASHTO, Amtrak and FRA public affairs officers with email notifications of NGEN activities. (ongoing)

The Executive Board approved the Finance subcommittee’s recommended continuing activities budget for the period from April 1, 2013 thru March 31, 2014. Darrell Smith will provide the budget, as approved, to Amtrak grants and they will request FRA to modify the SOW in the current grant agreement accordingly. **Status: An update is on today’s agenda.**

Leo Penne will provide the Administrative task force with a draft marketing piece in advance of the December 21, 2012 ATF call, and once the ATF has approved it, the Executive Board will be provided with it for its consideration – hopefully – on its January 8, 2013 call. **Status: A 4 page draft informational document was presented to the ATF on December 21, 2012. Leo Penne has revised the draft 4 pager to reflect comments received from the ATF. Steve Hewitt has sent the revised document to the Executive Board for consideration on today’s call. Leo penne will address this under agenda item 12.**

Steve Hewitt will re-send hotel reservation information to Board members for the February 20-21, 2013 Board workshop and NGEN Annual meeting. **Status: The information has gone out a second time. A reminder**

**went out again on Monday, in regards to reserving a hotel room under the NGECE block – January 11, 2013 is the cutoff date.**

Leo Penne, AASHTO will develop a solicitation for a quote for providing facilitator services for the February 20, 2013 workshop. *(It was agreed on the November 27, 2012 Exec Board call that Bill Bronte will select a facilitator and ask the Board's concurrence)* **Status: Leo Penne and Strat Cavros have been preparing a draft scope – 4 potential facilitators have been identified; the estimated cost is approximately \$10,000 ; and the Finance subcommittee has approved the transfer of \$10,000 from the contingency fund for procuring a facilitator. This will be further discussed on today's agenda.**

Jeff Gordon, FRA, will provide contact information to Steve Hewitt to an FTA representative(s) to listen in to NGECE Executive Board calls. (carryover)

Developing the NGECE Executive Board vision statement – the action plan agreed to on today's call is:

- Steve Hewitt will send out the current compilation of comments to the Bronte "strawman" statement today (December 11, 2012).
- Additional comments are submitted to Steve Hewitt and Bill Bronte by COB on December 21, 2012.
- Steve and Bill will get together and develop a revised "strawman" vision with track changes based on comments received. The revised "strawman" becomes the proposed vision statement and is distributed shortly after Christmas to all Board members for their review.
- On January 8, 2013, the vision, as revised, will be considered for approval by the Executive Board.

**Status: As of January 3, 2013, no additional comments or revisions were submitted. On January 7, 2013, Bill Bronte provided comments to the input he has received, and a recommendation for a vision statement – this agenda provides for further discussion and possible consideration.**

The Executive Board approved the SFTF's recommended SOW for developing an implementation plan for the future of the NGECE. The SFTF will begin work on this effort and Eric Curtit will report back to the Board on the next call on how it will be done and what the timeline will be. **Status: The SFTF has begun to develop a timeline and action plan. An SFTF update is a standing agenda item.**

Technical subcommittee review of AWG DCR process policy vs. technical is complete and a revised process for Accessibility DCRs has been developed and will be considered by the Technical subcommittee – once approved there, it will come to the Board for its consideration. **Status: The Twin Loop DCR proposal (version dated December 11, 2012) was approved by the Technical subcommittee on December 20, 2012. It was subsequently sent to all Board members and is on today's agenda for Board consideration.**

The locomotive procurement status will remain as an agenda item to keep the Board updated as to its progress. (ongoing) **Status: This is a standing agenda item.**

#### Remaining Agenda Items

##### Report from the Finance subcommittee - Gordon Hutchinson/Darrell Smith:

**a. Status: NGECE Audit**

**Darrell Smith**

Darrell Smith, Amtrak, reported that the Amtrak OIG has completed its interviews and is beginning to write the final report. Darrell expects that the report will be completed around the end of the month (January) and be on time for the NGECE Annual Meeting (February 21, 2013).

Paul Nissenbaum asked "can we review a draft of the report first?" Gordon Hutchinson, Amtrak, responded, "Yes, we will make sure that happens."

**b. Status: Amtrak request for FRA to modify the SOW in the grant agreement to include the continuing activities budget as approved by the Board on 12-11-12**

**Darrell Smith**

Darrell Smith reported that he is preparing to submit the request to Amtrak grants to ask FRA to

modify the SOW in the grant agreement to include the continuing activities as approved by the Executive Board on December 11, 2012. He noted that he wants to get approval on an additional transfer of \$10,000 for a facilitator for the February 20, 2013 Workshop today, if possible, in order to submit it along with the continuing activities request rather than send in two separate requests. (The facilitator discussion was moved to later on in this agenda due to a scheduling conflict for Leo Penne who will discuss the facilitator RFP process)

**c. Report on : Developing a Scope of Work for consultant services                      Darrell Smith  
for exploring financing options for state corridors**

Darrell Smith reported that he, Brent Thompson, Washington State DOT, and Leo Penne are working on fleshing out a Scope of Work for exploring finance options for state corridors as part of the Finance subcommittee's efforts. He noted that the subcommittee had agreed to this approach on the last call (January 2, 2013). The fleshed out draft SOW will be presented to the full subcommittee on its next call (January 16, 2013).

The intent is to end up with material that all interested parties can use as they explore financing options. This would include details that state DOTs can use in approaching their legislatures.

Paul Nissenbaum raised a concern that this effort may overlap with the SFTF's Section 6 and deployment project already underway. Darrell Smith responded that this concern was raised by Chad Edison, FRA, on the Finance subcommittee call, and it had been agreed that the Finance subcommittee will coordinate closely with the SFTF to ensure there is no duplication or overlap. Ron Pate, Washington State DOT, noted that he had also alerted Brent Thompson, Washington State DOT's representative on the Finance subcommittee (Brent is also vice chair of the Finance subcommittee), to look at this carefully to ensure there is no overlap.

**Review of the Technical subcommittee's "Twin Loop" DCR – Mario Bergeron/Dave Warner:**

Mario Bergeron, Amtrak, provided a background/history on what the "twin loop" DCR is and why it has been developed. "It refers to how Section 305 or the NGEC programs ADA features as part of our specifications...and how do we integrate such."

Mario went on to explain that from mid - 2011 the subcommittee began coordinating ADA "enhancements in our specifications" and cited the efforts to integrate features that would accommodate lift size and capacity for wheel chairs and to have more bathroom space/size to accommodate wheel chairs.

At the time, a process was formalized within the Technical subcommittee with an Accessibility Working Group (AWG) being formed within the subcommittee. The AWG was tasked to review opportunities to provide accessibility enhancements in the cars.

Mario noted "This process worked for a while and is still working today...we have Document Change Requests (DCRs) coming in and being sent to the AWG to provide a recommendation to the Technical subcommittee, and once approved, we bring the executive Board into the loop." The issue that has come to the forefront is that, in effect, the Technical subcommittee (through the AWG) has been looking at DCR's in two ways – policy and technical. "Our experience is that it provided discussions about policy matters within the Technical subcommittee and this can create issues" as the subcommittee is a technical body and the executive Board is really the NGEC policy body.

As a result, the Technical subcommittee has developed a proposed process that separates policy issues from technical issues. Under the proposed process the Executive Board establishes an Accessibility Policy Group as the entity for reviewing proposed accessibility changes from a policy view. Mario described the flow chart in the proposal, and said that "in a nutshell" the new process calls for "looking at a change first from a policy perspective (and he noted all accessibility change proposals are above regulations) before looking at it from the technical side."

Bill Bronte, Caltrans, commented that the "process makes a lot sense – the one concern I have is where does the

cost aspect of a change fall in?"

Dave Warner, Amtrak, responded "it is addressed under the policy portion of the (proposed) DCR"

Bill Bronte replied that he is satisfied as long as it is provided for, adding "sometimes a wonderful idea must be tempered against potential costs." He also noted that since he has been on vacation he has not had an opportunity to fully review the DCR that has been submitted for Board consideration.

Mario Bergeron added the "AWG provides the factual technical assessment including the cost implications."

Mario also noted "we have worked the proposal out through the AWG and had the states, Amtrak and FRA involved in the discussion." He added further, "an alternative is to stay where we are now - but that is not optimal." He also noted that the vote does not have to take place today if Board members prefer to wait.

Bill Bronte asked "is there a sense of this group (the Board) to bring it forward now or take more time to review it?"

Ron Adams, Wisconsin DOT, responded "I say let's vote."

Bill Bronte added, "it does make sense over time we will face some challenges and this process will need to be in place." This is "an effort to provide order to a messy process."

#### **Consideration of Approval – "Twin Loop" DCR – Bill Bronte:**

With no further discussion forthcoming, Bill Bronte called for a motion to approve the "Twin Loop" DCR as proposed by the Technical subcommittee.

A motion to approve was offered by Eric Curtit, Missouri DOT, and seconded by John Sibold, Washington State DOT.

Steve Hewitt polled the voting members of the Board:

Bill Bronte, Caltrans – abstain (*Bill Bronte supports the concept and its intent, but abstained because he had been on vacation and had not read the proposal thoroughly*)

Mario Bergeron, Amtrak – aye

Gordon Hutchinson, Amtrak – aye

Eric Curtit, Missouri DOT – aye

Eric Curtit as proxy for Al Ware, Georgia DOT – aye

Paul Nissenbaum, FRA – aye

John Oimoen, Illinois DOT – aye

Ray Hessinger, NYSDOT – aye

Paul Morris, NCDOT – aye

Johnson Bridgwater, Oklahoma DOT – aye

John Sibold, Washington State DOT – aye

Ron Adams, Wisconsin DOT – aye

With a quorum having been established and all votes cast in the affirmative (with one abstention as noted above) the chair determined that consensus has been achieved and the motion has carried.

With the proposal having been adopted, Dave Warner reminded the Board that it now needs to appoint the members of the Accessibility Policy Group (ACP). Bill Bronte agreed and asked Steve Hewitt to make this an agenda item for the January 22, 2013 call.

#### **Status Update: Structure and Finance Task Force – Eric Curtit:**

##### **a. Status update: of the PB/Section 6/fleet deployment effort**

Eric Curtit, Missouri DOT, reported "a lot of work has been done to be sure we're doing the right work." He noted that the SFTF had asked PB for an outline and had gone "back and forth" with them. He has now asked that they provide for a product as part of the outline as well – "we wanted to be sure they were doing what we needed...we are getting it ironed out and going in the right direction." He emphasized that the product "needs to be more than a

report". He (Eric) and Chad Edison, and possibly also Paul Nissenbaum are meeting, via conference call, with PB this afternoon "to make sure it (the product and outline) meets our needs".

Eric also reported that SFTF co vice chairs Tim Hoeffner, Michigan DOT, and Ron Pate, Washington State DOT, have agreed to assist him in ensuring that states needs are met throughout the process.

**b. Status update: timeline and action plan for moving the SOW forward**

Eric Curtit reported that the SOW is a three phased effort. For phase one he has asked Support Services staff (Steve Hewitt and David Ewing) to do an assessment of what they can do (internally) and to identify where the gaps are which may call for exploring external options.

**Review of revised "strawman" vision statement – Bill Bronte:**

Bill Bronte addressed the effort to develop an NGEC vision statement. He noted that "the item sent out yesterday from me, through Steve Hewitt, reflects my comments on the comments received to my original strawman statement." He added "my general sense is that we have consensus on what should be contained in the statement, but we should hold off on developing strategic goals until the workshop meeting. So, today, we are really only looking at the vision statement itself."

He added that his view was that the recommendations from Eric Curtit and FRA (and others) came to the conclusion that the statement should be short and concise. He believes that "the FRA has put together a very good – tight statement...but I would add a minor change to identify the NGEC in the opening – I don't want to become, I want to be."

The FRA proposed statement **with** Bill Bronte's minor change is:

*"The NGEC is a national leader in supporting states, passenger rail operators, and the rolling stock industry in standardization, acquisition, financing, and management of passenger rail equipment."*

At this point Bill asked for question or comments.

Martin Schroeder, APTA, noted that he was curious about "what is meant by standardization?"

Paul Nissenbaum, FRA, clarified that standardization is in the 305 law, but this statement "broadens it to allow for all passenger rail not dictating it for commuter rail, but wanting it to be ..."

Bill Bronte responded "standardization is touchy but there will be a lot of cross fertilization between commuter rail and intercity passenger rail – inclusive, but not mandatory."

Paul Nissenbaum then commented that he believes that "the chair's (Bill Bronte) minor change is a good one... it waves the flag". He also agreed that the strategic goals should be addressed in the workshop.

Gordon Hutchinson, Amtrak, commented on the vision statement as presented (see above) noting "Amtrak is called out in the Public Law, and we (Amtrak) feel it should still be included in the vision statement – is there any reason why we do not?"

Bill Bronte responded "it was not an intentional effort to exclude Amtrak, but it was meant to be inclusive to look at the possibility of alternatives."

Gordon replied that he would like to see Amtrak added to the statement.

Paul Nissenbaum, FRA, responded, "it is not meant to exclude Amtrak, but not to make it a long statement by listing Amtrak".

Mario Bergeron, Amtrak, asked "would you object to adding Amtrak after the words 'supporting states'?"

Bill Bronte commented "you are already in there – it's inclusive".

Mario responded "so are the states". He noted that the states, too, are inclusive, but are still called out specifically in the statement. Mario added "this (calling out Amtrak in the statement) follows the NGECE effort and establishment".

Paul Nissenbaum noted that "definitionally states are different than operators. The question is if we make the change we may need to say 'Amtrak and others' after the words 'supporting states'".

Gordon Hutchinson asked if Paul would then be all right with adding 'Amtrak and others'.

Paul replied "Not really, I prefer brevity."

Gordon emphasized that "it is important to us for several reasons – is anyone opposed to adding it?"

Eric Curtit, Missouri DOT, noted that he may be opposed to it, stating that he is a "turn-key state", but feels the need for brevity and believes that the statement should be all inclusive.

Paul Nissenbaum added "Amtrak wears many hats, it is an operator, it could be a bidder, a financing entity; it could maintain – it fits in many places. There is no suggestion that Amtrak is not a critical player in this...calling out Amtrak as an operator diminishes its role."

In response, Gordon Hutchinson stated, "I disagree with leaving us out. We are only in the passenger rail operator bucket (in the statement) and we are more than that. This leads me to believe that the right way to revise the statement is to say, 'supporting states, Amtrak, passenger rail operators'...This is actually the right way to do it."

Eric Curtit commented "this is a big question – I would like time to think about it."

John Sibold, Washington State DOT, weighed in to say "We (Washington State DOT) support the original proposal". Asked to clarify what he means by the original proposal since there are several versions of the statement, John clarified "We do not support calling out Amtrak."

Gordon asked "why?"

John responded "It is inclusive as written."

Bill Bronte suggested "let's put this off until the next conference call. I think we are including Amtrak by putting the NGECE in the statement, which Amtrak is a part of" and he added, "it is in PRIIA that all others are to be included."

Gordon responded, "putting us in excludes nobody."

Paul Nissenbaum suggested "the basic thrust of the vision statement is ok and it should not preclude us from pursuing strategic goals at the February workshop."

Gordon Hutchinson agreed "no it doesn't stop everything else in its tracks."

Ron Adams, Wisconsin DOT asked if Amtrak would "provide us with its reasons for being called out in the vision?"

Gordon agreed that Amtrak would provide the reasoning.

It was then agreed that Amtrak would provide the reasoning to Steve Hewitt for distribution by COB on January 17, 2013 and that other Board members would also provide, through Steve Hewitt, their reasons for not calling out Amtrak in the statement.

Steve will then distribute both sides of the issue to all Board members for further discussion on the January 22,

2013 Board call.

**Request for transfer of funds for Feb. 20, 2013 workshop facilitator – Darrell Smith/Leo Penne**

Darrell Smith reported that, as mentioned earlier, the Board had requested that the February 20, 2013 workshop be professionally facilitated. After discussing this further with AASHTO, it is estimated that up to \$10,000 should be budgeted for procuring a facilitator. The \$10,000 would be taken from the un-programmed contingency fund and added to the AASHTO Support Services budget as AASHTO would serve as contracting agent.

Leo Penne, AASHTO, had been asked by the Executive Board and the Finance subcommittee to begin developing a scope of work for an RFP for a facilitator. Leo reported that AASHTO developed the RFP based on the Board's instructions and distributed it to 4 facilitators who had been identified by Board members. Leo noted that before sending out the RFP, he spoke to 3 of the 4 potential candidates.

By the due date of January 2, 2013, Leo stated that he had received "3 responsive proposals". Consistent with the Board's direction, those proposals have been sent to Bill Bronte for his review (They went to Bill this morning – January 8, 2013) and for him to make a recommendation to the Board.

As the time for getting a facilitator is drawing near, Leo suggested that it may be prudent for Bill to provide a recommendation for Board concurrence electronically rather than wait until the January 22, 2013 Executive Board call.

Bill agreed to review the proposals and work with Steve Hewitt to get out a recommendation as soon as possible, with a target date of the end of this week (January 11, 2013).

Leo was asked to check with AASHTO contracts staff in regard to potential confidentiality issues.

Paul Nissenbaum asked what the "range of costs" have been in the proposals submitted. Leo Penne responded that "two were close to the maximum and one was about half of the maximum". The differences in costs had to do with the amount of work proposed to be done in advance of the workshop meeting.

Leo emphasized that it was clear to him that "all of the responders are qualified to do the job."

Paul Nissenbaum mentioned that the FRA had recently used a facilitator for a strategic process and "we had candidates that provided services for a full day for an amount ranging from \$2500 on up to \$5000, so we are a bit surprised at the prices".

Leo responded "we left open the work preceding and following the meeting – the lower one is mostly focused on the meeting itself...in general, the proposals have a difference in level of effort."

At this point, Darrell Smith reminded the Board that the critical decision for today is to approve the request to transfer the money (\$10,000) so that it is possible to proceed with a contract once a facilitator is selected.

**Consideration of approval – Finance subcommittee request for funds for a facilitator – Bill Bronte**

With no further discussion forthcoming in regard to the request for the transfer of funds for this purpose, Bill Bronte called for a motion to approve the transfer of **up to \$10,000** to the Support Services budget for the purpose of procuring a facilitator for the February 20, 2013 Executive Board Workshop.

A motion to approve was offered by Gordon Hutchinson, Amtrak, and seconded by Ron Adams, Wisconsin DOT.

Steve Hewitt polled the voting members of the Board:

Bill Bronte, Caltrans – aye  
Mario Bergeron, Amtrak – aye  
Gordon Hutchinson, Amtrak – aye  
Eric Curtit, Missouri DOT – aye  
Eric Curtit as proxy for Al Ware, Georgia DOT – aye  
Paul Nissenbaum, FRA – aye  
John Oimoen, Illinois DOT – aye  
Ray Hessinger, NYSDOT – aye  
Paul Morris, NCDOT – aye  
Johnson Bridgewater, Oklahoma DOT – aye

John Sibold, Washington State DOT – aye  
Ron Adams, Wisconsin DOT – aye

With a quorum having been established and all votes cast in the affirmative the chair determined that consensus has been achieved and the motion has carried.

**Status: Developing the educational/informational piece (the 'backgrounder') – Leo Penne:**

Leo Penne provided a summary of the history of the assignment to develop a marketing/educational document. The initial discussion took place at the Board Meeting held in September, 2012 in Portland, Maine. The Board asked the Administrative task force (ATF) to develop a marketing document to "explain – justify the continued existence of the NGECC".

Subsequently, the ATF asked Leo to prepare, first, an outline and, later, a draft document for its consideration. At the last call of the ATF (December 21, 2012) a draft 4 page information piece which Leo is now calling a "backgrounder" was presented to the ATF. Members provided their comments to Leo, who then revised the document accordingly.

The revised document was distributed by Steve Hewitt to all Board members on January 7, 2013. Leo noted "now you have a reasonably well founded backgrounder" which provides a statement of purpose and successes. Assuming it is satisfactory to the Board, it can be used as a basis for a one pager "fast fact" on the NGECC and for a "marketing piece" which AASHTO design staff will prepare.

Leo stated "today it would be useful to give me a tentative approval of the 4 pager to be used to produce the other two aforementioned documents." Leo added he "would like an affirmative nod on the 4 pager to use it to produce the others and get them ready for distribution at the Annual meeting."

Bill Bronte commented that "nothing jumps out at me (as far as content), but it is a bit dense. However, it is a reasonable document to move to the designers and go forward."

Leo added that he thought it could be useful for congressional members and others who have some familiarity with the NGECC, but it is not the final marketing piece. He also commented that he discourages the use of the term marketing as it has other problematic connotations.

Ron Adams commented that he thinks it looks good, and he has a few suggested edits that he will send to Leo and Steve Hewitt.

Ultimately, the document received "provisional" approval to move forward with creating the other documents.

Bill Bronte did ask that Leo add a bit more about the "inclusiveness of the NGECC process."

Leo agreed that he would strengthen it to make that point come across better.

**Equipment Procurement status update – Bill Bronte:**

Bill Bronte provided a brief update on the procurements underway. The bi-level effort has been moving forward – there has been a lot of communication back and forth with Nippon Sharyo.

On the locomotive procurement there was not a lot to report other than the fact that Metro link has announced the award of a locomotive contract to EMD. Caltrans is looking at what was in the procurement – it is Tier 4 and has been termed PRIIA compliant.

Overall Bill sees this development as "a positive sign."

**Other:**

Steve Hewitt asked for clarification as to a timeline for making a recommendation on a facilitator. Bill Bronte agreed to make his recommendation to other Board members by COB on January 11, 2013 electronically.

Steve Hewitt informed Board members that the URL for the NGECC website has been changed to <http://www.ngec305.org> to make accessibility easier. He asked that members test it out at their convenience.

**Adjourn:**

With no additional business to come before the Executive Board today, the conference call meeting was



adjourned at approximately 1:00pm Eastern.

**The next Executive Board conference call is January 22, 2013**

**Decisions/Action Items**

The locomotive procurement status will remain as an agenda item to keep the Board updated as to its progress. (ongoing)

Jeff Gordon will continue to provide the AASHTO, Amtrak and FRA public affairs officers with email notifications of NGECC activities. (ongoing)

Jeff Gordon, FRA, will provide contact information to Steve Hewitt to an FTA representative(s) to listen in to NGECC Executive Board calls. (carryover)

The "Twin Loop" DCR for handling accessibility changes was adopted by the Executive Board. Next steps are for the Board to name the members of the Accessibility Policy Group (APG) The Board will take this up on its next call – January 22, 2013

The proposed transfer of up to \$10,000 from the contingency fund to the AASHTO Support Services for the purposes of procuring a facilitator for the February 20, 2013 workshop was approved. Next steps are for Darrell Smith to submit this request along with the previously approved continuing activities budget (4-1-13 thru 3-31-14) to Amtrak Grants so that they can formally request FRA to modify the SOW of the grant agreement accordingly.

A decision on selecting the facilitator from the responses received has not Made. Bill Bronte will review the three responses to the RFP and make a recommendation to Board members by the end of the week (January 11, 2013).

A decision on the proposed NGECC vision statement was "put on hold". Amtrak will provide its reasoning on why Amtrak should be "called out" as part of the statement. Board members who believe the statement should be generic will also provide their comments/reasoning. The comments/reasoning statements are due to Steve Hewitt by January 17, 2013 for distribution to the full Board. Further discussion will take place on the January 22, 2013 Board call.

The "backgrounder" document was approved "provisionally" to be used as the basis for developing two additional documents. AASHTO designers will be asked to develop documents of the quality to be distributed widely. The plan is to have these items ready for distribution at the Annual Meeting (February 21, 2013)

Additional comments/edits/revisions to the "backgrounder" are to be submitted to Leo Penne (cc to Steve Hewitt).

The Audit of the NGEC is currently underway by the Amtrak OIG. Once the OIG has completed a draft of the report, it will be made available to the FRA and other Board members for review. The intent is to have a final report ready by the NGEC Annual Meeting (February 21, 2013)

Members attending the Annual meeting are reminded that if they intend to stay at the Hyatt Regency under the NGEC block rate they must make reservations by the cutoff date of January 11, 2013.

The NGEC website URL has been changed to [www.ngec305.org](http://www.ngec305.org) for easier accessibility. All members are asked to test the new URL out.

**ATTACHMENTS**



**S305 NGEC Executive Board Conference Call  
January 8, 2013  
11:30 AM – 1:00 PM Eastern  
Call in number: 866 299 7945 passcode: 1601544#  
Agenda**

- |   |                                 |
|---|---------------------------------|
| 2. Open the Meeting   | Bill Bronte                     |
| 3. Roll Call  | Steve Hewitt                    |
| 4. Approval of Minutes from December 11, 2012 conference call   | Bill Bronte                     |
| 5. Action Items Review  | Steve Hewitt                    |
| 6. Report from the Finance subcommittee:  | Gordon Hutchinson/Darrell Smith |
| a. Request for transfer of funds for Feb. 20, 2013 Workshop facilitator   | Darrell Smith/Leo Penne         |
| b. Status: NGEC Audit   | Darrell Smith                   |
| c. Status: Amtrak request for FRA to modify the SOW in the grant agreement to include the continuing activities budget as approved by the Board on 12-11-12 | Darrell Smith                   |
| d. Report on : Developing a Scope of Work for consultant services for exploring financing options for state corridors                                       | Darrell Smith                   |
| 7. Consideration of Approval: Finance subcommittee request for funds for facilitator  | Bill Bronte                     |
| 8. Review of the Technical subcommittee's "Twin Loop" DCR   | Mario Bergeron/Dave Warner      |
| 9. Consideration of Approval: "Twin Loop" DCR   | Bill Bronte                     |

- 
- 10. Status Update: Structure and Finance Task Force Eric Curtit
    - a. Status update: of the PB/Section 6/fleet deployment effort
    - b. Status update: timeline and action plan for moving the SOW forward
  - 11. Review of revised "strawman" vision statement Bill Bronte
  - 12. Consideration of approval: NGEC vision statement Bill Bronte
  - 13. Status: Developing the educational/informational (formerly marketing) document Leo Penne
  - 14. Equipment procurement status update Bill Bronte/Chad Edison
  - 15. Other All

DRAFT