# SECTION 305 Administrative Task Force

## MINUTES

OCTOBER 21, 2011  11:00 AM EST  CONFERENCE CALL

<table>
<thead>
<tr>
<th>FACILITATOR</th>
<th>Al Ware, Georgia DOT, Secretary of the S305 Committee Executive Board and Chair of the Administrative Task Force</th>
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<tbody>
<tr>
<td>ATTENDEES</td>
<td>Al Ware, Ken Uznanski, Pat Simmons, Joe Kyle, Nico Lindenau, David Ewing, DJ Stadtlter, Steve Hewitt,</td>
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<td></td>
<td>Pat Simmons, Chad Edison, Nico Lindenau, Whitney Phend, David Ewing, Shayne Gill, Eric Curtit, Missy Wilber</td>
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## DISCUSSIONS AND DECISIONS MADE

Al Ware opened the meeting and, after roll call was taken, welcomed Joe Kyle, Oklahoma DOT, as a new member of the Administrative Task Force, and expressed thanks to Joe for his willingness to join. Al also welcomed Finance subcommittee Chair DJ Stadtlter to the call.

### Approval of Prior Minutes – Al Ware:

On a motion by Alan Ware, Georgia DOT, and a second by Ken Uznanski, Amtrak, the minutes of the September 23, 2011 Administrative task force conference call were approved without objection.

On a motion by Ken Uznanski, Amtrak, and a second by Alan Ware, Georgia DOT, the minutes of the October 7, 2011 conference call were approved without objection.

### Review of Action Items – Steve Hewitt:

Steve Hewitt reviewed the action items that were open, but not necessarily covered by the agenda:

### Issues for considering Incorporation:

This item remains open. Once Rob Edgcumbe is brought on board again, it is expected to move forward. In the meantime, it is a part of the Finance subcommittee budget and work plan. The Administrative Task Force and the Finance subcommittee have agreed that efforts must continue to get a sense of direction and to respond to the comments of the SFWG report provided by FRA. David Ewing has, and will continue to have, discussions with FRA to get a sense of direction in regards to the structure aspect of the SFWG report. He will keep the task force apprised of what he learns.

### Developing a “legal pool” of states lawyers involved with state passenger rail programs:

Leo Penne is contacting states who had responded to an earlier request, to ensure that the list of lawyers he had received previously is still accurate. He will then provide the list to the task force.

### Railroad 101 Webinar Series:

The Statement of Work for the proposed contract with Rob Edgcumbe includes this effort as part of Rob’s responsibilities. It will be a part of the Administrative Task Force work plan and budget.

### Recruiting new members to the Task Force:

Although this is an agenda item, Steve Hewitt asked if it would make sense to address it at this point. Al agreed.

The discussions with FRA have resulted in Nico Lindenau, a contractor to FRA, being asked to attend the Administrative Task Force calls (and the Finance subcommittee calls as well). Nico will keep the FRA staff informed of issues needing FRA attention, and provide them with context and updates. Nico cannot vote for FRA other than approving minutes of prior meetings.

Al Ware has successfully recruited Joe Kyle, Oklahoma DOT, and Eric Curtit, Missouri DOT, as new members of the task force. Both Joe and Eric will provide Steve Hewitt with contact information for an alternate from their staff to represent them in the case of their absence from a call.

Pat Simmons was asked if he would be able to name a member of his staff to serve as his alternate in his absence, and he responded that he really did not have anyone available, but appreciated Al’s inquiry.
**Agenda Items:**

**Developing a Disclaimer Statement/finding a template – Nancy Greene:**

This item was tabled until the next Administrative task force call due to Nancy's absence today. Steve Hewitt reported that he had provided Nancy with some additional background and context to assist her in addressing this action item.

**Status: Rob Edgcumbe contract – proposed SOW from DJ – preserving RR 101 – Al Ware:**

Al reported that he had reached out to DJ to ask that he include RR 101 as part of Rob's work plan as he develops the SOW and finalizes Rob's contract. DJ agreed that he would do so. (see discussion below)

**Two issues presented by Finance subcommittee chair DJ Stadtler:**

DJ attended the conference call to bring up two items for the attention of the task force:

1. The SOW for Rob Edgcumbe has been distributed by Steve Hewitt and the Railroad 101 series is a part of that SOW. DJ wanted to be sure that the Administrative task force included this item in its work plan and provided DJ (and Ken Uznanski) with an estimate of hours to be allocated to this effort. The plan is to get an estimate of total hours per task for the SOW and then to negotiate with Rob Edgcumbe as to an hourly rate with a total contract cost cap.

   Al Ware agreed to provide DJ with an estimate by Monday, October 24, 2011 so that he has it in time to present to the Executive Board on October 25, 2011. Ken Uznanski will work with Al on the estimate. They will talk on Monday.

2. There has been an internal request at Amtrak to have Ken Uznanski's 305 work time charged to the NGEC. DJ stated that he had no problem with it, and was raising it with the task force as part of Ken's work load involves the task force. Al Ware stated that he saw no problem with this idea, and asked for a place holder number to include in the task force budget. DJ will provide Alan with a number prior to the Board meeting.

   Ken noted that he believes that the entire cost will be allocated to the Administrative task force as is his travel already. Ken also noted that between 80-85% of his work is devoted to the NGEC.

   Nico Lindenau asked DJ to provide him with a budget estimate for Ken so that he can bring it back to the FRA. DJ will work with the Amtrak Policy and Development Office (for whom Ken works) and get an estimate of what they believe should be the charges to the NGEC. DJ will have this information for the Executive Board meeting.

**Proposed Work Plan and budget for 2012-2013 – Alan Ware:**

Al reviewed the work plan and budget proposal he had put together and provided to DJ and Ken Uznanski earlier in the week. The members on the task force call generally agreed with the proposal, and Al will adjust it to reflect today's discussions regarding Ken Uznanski's charges and Rob Edgcumbe's SOW items and hour estimates for RR 101.

DJ stated that he agreed with the work plan and budget prepared by Al – and that it was consistent with what he was submitting on behalf of the Finance subcommittee.

**Open Records Policy review – On going item – Steve:**

Steve reported that the open records policy is intact and being followed in all aspects of the NGEC activities. Al agreed, and determined that, in the future, this item should be carried as an open action item and only put on the agenda when a question or concern needed to be addressed.
**Action Items Update (New and Current)**

Leo Penne to provide reach out to states to update the legal contacts list and follow up with the task force. *(carryover)*

Al Ware will continue to reach out to other states to add members to the task force.

Nancy Greene to look into a possible template for a disclaimer statement – David Ewing to check with states to get templates for comment. Nancy will report back on her findings on the next call. *(carryover)*

The "Reporting Requirements for NGEC PRIIA Section 305" will be held as an agenda item until the Technical subcommittee has had a chance to provide input or until it is determined that this has already occurred.

Al Ware and Ken Uznanski to talk on October 24, 2011 to develop an estimate of hours of service required for Rob Edgcumbe for the RR 101 webinar series.

Al Ware to adjust the Administrative Task Force work plan and budget for 4-1-2012 – 3-31-2013 based on today's discussions in regards to Rob Edgcumbe and Ken Uznanski

David Ewing will work with FRA to get some direction as to their intent with regard to the structure aspect of the SFWG effort. David will report back to the task force on the results of his discussions.

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**Next Meeting/Conference Call: November 4, 2011 – 11:00am EASTERN**

**Call in number: 866 299-7945 passcode: 1601544#**

**ATTACHMENTS**
SECTION 305 ADMINISTRATIVE TASK FORCE
Conference Call October 21, 2011
11:00 a.m. Eastern Time
866 299 7945 pass code 1601544#

1. Welcome/opening comments – Alan Ware
2. Roll Call – Steve Hewitt
3. Approval of prior minutes – Alan
4. Review of action items—Steve
5. Developing a Disclaimer Statement /finding a template – Nancy Greene
6. Status: Recruiting new members to the Task Force – Alan/Steve
7. Proposed work plan and budget 2012-2013 - Alan
8. Status: Rob Edgcumbe contract - proposed SOW from DJ –preserving RR 101 - Alan
9. Ongoing item: Open Records Policy review – Meeting Minutes and other Records Availability, continuing issues—Steve
10. Other issues/questions?

Next Call: November 4, 2011 – 11:00am Eastern
Call in # 866 299 7945 passcode 1601544#