

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES APRIL 1, 2020 3:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Tim Ziethen, Brent Thompson, John Oimoen, Jeff Gordon, Arun Rao, Amanda Martin, Brian Beeler II, Oscar Bermudez, Strat Cavros, Steve Hewitt</i>
ABSENTEES	<i>Michael Lestingi, Troy Hughes, Mike Murray, Shayne Gill, Larry Salci</i>

DECISIONS MADE

1. Welcome and Open Meeting – Tim Ziethen, Amtrak:

Subcommittee Chair, Tim Ziethen, Amtrak, opened the conference call meeting and asked Steve Hewitt to call the roll.

2. Roll Call – Steve Hewitt:

Steve Hewitt called the roll and confirmed the presence of a quorum.

3.

Approval of Minutes from the 2-5-20 and 3-4-20 conference calls – Tim Ziethen, Amtrak:

On a motion by Amanda Martin, Iowa DOT, and a second by Brent Thompson, Washington State DOT, the minutes from 2-5-20 and 3-4-20 were approved as presented.

4.

Treasurer’s Update – Tim Ziethen:

a. Balance-Spend Rate:

Tim Ziethen reported:

Total Initial Grant Amount: \$1,250,000.

Amount Spent: \$557,227.12

Balance remaining: \$ 692,772.88

Spend Rate per month: approximately \$13,590.91

Estimated balance remaining at the end of the current grant period (9-30-20) - \$577,636.54

Average Monthly expenditure estimated for the extension period is: \$15,000.00

Amount utilized if the Grant is extended for 36 months at estimated spend rate \$540,000.00

Projected total remaining at the end of the 36-month extension: \$37,636.54

Status: Grant Agreement extension request – Tim Ziethen, Amtrak:

Tim Ziethen reported that FRA has received the Grant Adjustment Request Form (GARF) which Amtrak’s Treasurer signed and submitted to FRA Grants.

There has been interaction between the Amtrak and FRA grants offices since the submittal. The intent by FRA was to review and hopefully approve the request in the May 2020 timeframe – if not sooner. Tim was unsure if that timeline will slip with the difficulties presented by the COVID 19 issue and the fact that “everyone is working from home”. Tim did note that they still have a few months to work through it before that May timeframe, and he will not be concerned until it gets closer to the end of the current grant (9-30-20).

5.

Status Update: NGEN Equipment Acquisition and Ownership Best Practices/Lessons Learned Document – Steve Hewitt:

The document which was initially developed by the working group was submitted to technical writer, Cameron Cordell to compile the four DRAFT sections into one comprehensive – one voice document – removing all redundancies among the four separately written sections and re-formatting it into an NGEC document. The writer had several questions which have been responded to and she had completed most of the work earlier this year.

At that time, she was asked to focus, first, on completing Revision B of the NGEC Trainset Specification 305-007 which had been adopted by the Executive Board late in 2019. Work on incorporating all changes into the spec has been delayed due to incorrect numbering of the sections that was discovered, and, according to the Document Control Manager, Tammy Krause, the error has now been corrected and Cameron is finishing the compilation of the changes into 305-007 Revision B and it should be available soon.

With the Trainset spec completed, Cameron can turn to the Best Practices document and complete it. Once complete, it will be sent in DRAFT form to the working group for its review and comment. Once approved by the working group, it will be sent to the Executive Board.

As of the last Executive Board call (3-24-20), Tammy Krause reported that she expected it to be complete “any day”.

Status: Conveying the Message – Steve Hewitt:

One of the NGEC Grant requirements is to develop and keep updated an educational document to provide congress and others (states, Amtrak, industry) with information describing what the NGEC is and what it does, and to highlight its accomplishments.

The FASC oversees this effort with Executive Board approval. In January 2020, the NGEC released its updated background and educational document. To date over 150 hard copies and 250 electronic versions have been distributed. Overall, in the past 13 months we have distributed more than 1000 copies of the educational document.

It remains available, by request, from Steve Hewitt in both versions hard copy and PDF and is very useful in conveying the message – (something that is critical with reauthorization on the table).

As the year progresses, the FASC will take another look at this document and update it as appropriate.

6. Other Issues/Questions – All:

Steve Hewitt reminded members of the FASC that he (Steve) just completed the NGEC Activities Reports (monthly and comprehensive) and in the March monthly Activities Report – which is the end of the first quarter of 2020 he included the quarterly grant milestone updates which are used by Tim Ziethen to compile the Amtrak quarterly report to FRA which is due on 4-30-20.

Steve also reminded FASC members that the subcommittee will meet a second time this month due to the way the calendar falls. The FASC meets every fourth Wednesday. The next call lands on 4-29-20.

Adjourn:

With no further business forthcoming, Chairman Ziethen adjourned today’s meeting at 3:21pm Eastern.

The next call is scheduled for April 29, 2019

The call-in number is:

888 585-9008 passcode 559-120-127#

Decisions - Action Items

Treasurer’s Report – 4-1-20:

- a. Balance-Spend Rate:

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Conveying the message: Disseminating the two-page NGEC Educational Document and the NGEC "vision" statement:

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Overview: Quarterly Grant Progress Report to FRA:

The next report will be due to FRA on April 30, 2020.

Status Update: NGEC Equipment Acquisition and Ownership Best Practices Working Group:

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Next Call 4-29-20

ATTACHMENTS



Our Vision: The NGEC will provide national leadership in standardization, acquisition, and management of passenger rail equipment.

SECTION 305 NGEC Finance and Administrative Subcommittee (FASC)

Conference call

4-1-2020

3:00PM Eastern

888 585-9008 passcode 559-120-127#

AGENDA

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| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Approval of the Minutes from 2-5-20 and 3-4-20 | Tim Ziethen |
| 4. Treasurer's Update | Tim Ziethen |
| a. Balance-Spend Rate | |
| b. Status: Grant Agreement No-Cost 36 months Extension Request – submitted to FRA | |
| 5. Status Update: NGEC Equipment Acquisition and Ownership Best Practices Document | Steve Hewitt |
| 6. Status: Conveying the message | Steve Hewitt |
| 7. Other Issues/questions | All |

Next Call April 29, 2020

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