

SECTION 305/209 – NGENC – 514 Subcommittee

MINUTES OCTOBER 5, 2015 4:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Jeremy Jewkes, Subcommittee Co-Chair</i>
ATTENDEES	<i>AASHTO: Bryan Hong; Amtrak: Darrell Smith; FRA: Ashok Sundararajan, Beth Nachreiner; CTDOT: Marci Petterson; MDOT: Al Johnson; NYSDOT: John Bell; ODOT: Mike Jenkins; TXDOT: Quentin Huckaby; WSDOT: Jeremy Jewkes, Jason Biggs, Brent Thompson; WisDOT: Arun Rao</i>
ABSENTEES	<i>CCJPA: David Kutrowsky; Caltrans: Brian Tsukamoto; NNEPRA: Brian Beeler; NCDOT: Allan Paul</i>

DISCUSSION/DECISIONS

1. Welcome and Open Meeting:	Jeremy Jewkes began the meeting.
2. Roll Call – Bryan Hong:	Bryan Hong called the roll.
3. Approval of the Minutes from 09-21-15 and 09-28-15 – Jeremy Jewkes/All:	On a motion by Arun Rao, and a second from John Bell, the minutes from the September 21, 2015 and September 28, 2015 subcommittee conference calls were approved as amended and without exception.
4. Action Item Status Review – Bryan Hong:	<i>Action Items from 9/28</i>
1.	<p>Darrell Smith will distribute the updated CIP document by the end of the day on Thursday, October 1st. Subcommittee members will have Friday and Monday to review the version.</p> <p>The updated draft of the CIP was sent from Darrell on Thursday evening and distributed to the full subcommittee on Friday morning.</p>
5. Drafting the NGENC Acceptance Memo – Jeremy Jewkes:	<p>The subcommittee will submit an acceptance memo to the NGENC Executive Board with a motion asking for its approval. Jeremy Jewkes called for volunteers who are interested and want to contribute to this document, using last year's version as a starting point. It will include the purpose of revisions and changes since the last edition, along with any major and remaining comments such as the one from FRA last year.</p> <p>John Bell and Ashok Sundararajan offered to work on the memo, with involvement from Jeremy and Darrell in editing and other review.</p>
6. Final Discussion & Questions on Draft Final CIP – Jeremy Jewkes/All:	<p>Jeremy called for any remaining specific comments, issues, or statements on the updated draft as well as feedback on how to memorialize them.</p> <p>FRA sought to acknowledge that some of its comments (on cost transparency, reconciliation process, scope definitions) were not fully addressed and that there would be future time to review them in the next iteration of the CIP. Beth Nachreiner wanted to ensure the existence of an institutional record, and asked that these unaddressed items be attached as an appendix to the CIP. Darrell mentioned that there are nuances in FRA's comments that are not in consensus with Amtrak, specifically cost transparency. As topics they are worth discussing further but they are not</p>

resolved, as other states mentioned similar comments. Darrell said he expects these things to be included in the transmittal memo, which he thought was an effective approach last year.

Jeremy mentioned that anything in the next steps not already captured should be included. Darrell said that if so, something needs to be added in that section on cost transparency and reconciliation. There was agreement between Amtrak, FRA, and New York State that scope specificity is more of a formatting issue that can be worked on during the next cycle.

Jeremy then brought up the compiled comments from the states and Amtrak's responses. He mentioned the need to discuss how to formalize these and include them in the documentation part of the record. One option is to have it as an attachment to the approval memo. Another is to attach it directly to the CIP. FRA thought to keep it as part of the official record since it was part of the approval process, while Amtrak wanted to keep it as part of the memo as the comments do not include all the issues previously discussed over the past year. Ultimately there was agreement to include FRA comments in the expected memo. Jeremy mentioned that this option is also available to other states.

7. Draft Final CIP Approval Vote – Jeremy Jewkes/All:

Jeremy provided context on what the vote means, which is sending the CIP out of the subcommittee and recommending it be brought before the NGEN Executive Board for acceptance. A similar motion will be made at that level for a final vote. The vote also memorializes where the subcommittee is in its work and Amtrak's plan for its equipment. Jason Biggs clarified that the vote does not mean the subcommittee is approving it, but that the process has been followed and is consistent with current 209 policy. After the board's vote it will also be distributed to SAIPRC.

A motion to approve the draft CIP by unanimous consent was made from John Bell, with a second from Mike Jenkins, to move the document out of the subcommittee and submit to the NGEN Executive Board. A quorum was present and hearing no objections, a consensus was achieved in the determination of the chair.

8. Best Uses of the 514 Subcommittee Website – Jeremy Jewkes/All

Jeremy Jewkes mentioned that the subcommittee has a webpage available and began the discussion about what members would like to include on the site. He mentioned he'd like to place the current CIP on the site, and the revised edition once it's approved by the NGEN. He will touch base with Amtrak regarding posting information that may be commercially sensitive. Bryan and Jeremy will also work along with any others who are interested in having 514 Subcommittee resources available on the web.

9. Discussions on the 2017-2021 CIP Edition, Next Steps – Jeremy Jewkes/All

Jeremy reminded the subcommittee that work will begin on the next version of the CIP. The standard process of updating forecasts will be monitored, and formatting and other topics will be included.

10. Other Issues

There were no additional issues raised by the subcommittee.

Next call – October 19, 2015 – 4:00PM Eastern

Adjourn –

With no further business to come before the subcommittee today, Jeremy Jewkes adjourned the call at 4:56 PM Eastern.

Next 514 conference call October 19, 2015

Decisions and Action Items

1. Jeremy Jewkes, John Bell and Ashok Sundararajan will work on the transmittal memo for the CIP, with editing involvement from Darrell.
2. The Final CIP will be provided to the NGEN with the accompanying transmittal memo.
3. Subcommittee members will think about what to include on the 514 website and provide feedback.

ATTACHMENTS

- "Amtrak-State_EO_CAPEX_CIP_2016_draft_20151001.pdf"
- "Comments on Draft CIP_Final.pdf"



SECTION 305/209 – 514 Subcommittee

**Conference call
October 5, 2015
4:00pm, Eastern**

AGENDA

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| 1. Welcome/Open | Jeremy Jewkes |
| 2. Roll Call | Bryan Hong |
| 3. Approval of the Minutes from 09-21-15 and 09-28-15 Meetings | Jeremy Jewkes/All |
| 4. Action Item Status Review | Bryan Hong |
| 5. Drafting the NGEC Acceptance Memo | Jeremy Jewkes |
| 6. Final Discussion & Questions on Draft Final CIP | Jeremy Jewkes/All |
| 7. Draft Final CIP Approval Vote | Jeremy Jewkes/All |
| 8. Best Uses of the 514 Subcommittee Website | Jeremy Jewkes/All |
| 9. Discussions on the 2017-2021 CIP edition, Next Steps | Jeremy Jewkes/All |
| 10. Other Issues | All |

**Next 514 Conference Call
November 02, 2015**