

# SECTION 305/209 – NGENC – 514 Subcommittee

MINUTES    NOVEMBER 02, 2015    4:00PM EASTERN    CONFERENCE CALL

<b>FACILITATOR</b>	<i>Jeremy Jewkes, Subcommittee Co-Chair</i>
<b>ATTENDEES</b>	<i>AASHTO: Bryan Hong; Amtrak: Darrell Smith, Mario Bergeron, Tom Butler; CCJPA: David Kutrosky; Dean Shepherd; Caltrans: Brian Tsukamoto; MDOT: Jeff Martin; NCDOT: Allan Paul; NNEPRA: Brian Beeler; TXDOT: Quentin Huckaby; WSDOT: Jeremy Jewkes</i>
<b>ABSENTEES</b>	<i>FRA: Ashok Sundararajan; CTDOT: Marci Petterson; NYSDOT: John Bell; ODOT: Mike Jenkins; WisDOT: Arun Rao</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 10-05-15 – Jeremy Jewkes/All:**

Due to the absence of FRA, Jeremy Jewkes determined that the subcommittee could not proceed and approve the minutes from the October 5, 2015 conference call. This will occur during the next meeting.

**4. Action Item Status Review – Bryan Hong:**

*Action Items from 10/05*

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 NGENC with the accompanying transmittal memo.  
  
(Items 1 and 2) The Final CIP, CIP Memorandum, Compendium, and Summary of Comments were sent to the NGENC Chair on Monday, October 12. The Executive Board then received these materials on Tuesday, October 13. On Tuesday, October 27, the CIP was approved by the Executive Board.
3. Subcommittee members will think about what to include on the 514 website and provide feedback.  
  
See Agenda Item #9.

**5. Major Update Accommodations – Jeremy Jewkes:**

Year Two of the CIP has been completed and work will begin soon on the next version, due to the rolling process. Jeremy thanked the members for all their efforts and dedication.

**6. Quarterly Reconciliation – Tom Butler (A) and Darrell Smith (B):**

- a. 4<sup>th</sup> Quarter Reconciliation FFY2015.  
Tom Butler reported that the November 18<sup>th</sup> User Group meeting invitations were distributed. He said the topics to be discussed will be variances by fleet type, projects and programs that are +/- 5 percent and updates on equipment types.
- b. Process Enhancements

Darrell Smith said that one aspect intended to be part of the User Group Meeting is an introduction of where Amtrak is on units used. This will give a sense of how state corridors are doing in relation to the whole Amtrak system, versus what is in the plan—asking are more or less of the equipment being used during the year? This will be a major focus for future enhancements. He mentioned Amtrak is making progress with its billing group as it goes through its current fiscal year (which began in October), in order to give a component within the regular monthly reporting package that states receive. This would show where it is in units used, along with specifics on equipment capital for each state corridor.

Darrell said that Amtrak will be seeking states' feedback at the User Group meeting, where it will share its first attempt at units used on a system-wide basis and then follow-up with some displays on what it can be doing on a corridor-specific basis. Jeremy encouraged those on the call to speak with the relevant individuals in their states to think about this issue and be prepared to participate on the 18<sup>th</sup>.

#### **7. Next Steps for 2017-2021 – Darrell Smith:**

Darrell said that the next item for the subcommittee is a minor update for the 2017-2021 CIP, mainly involving updating tables. This will formally begin in early December, when Amtrak's regional state partnership senior managers will be in contact. They will ask for updates on the fleet and service plan worksheet for the new 5-year period. He conveyed a request from SAIPRC that the state and Amtrak meet and identify any funding constraints that might emerge in that same period.

Jeremy mentioned that another aspect needing revisiting is the level of effort for the subcommittee during this period. Due to the work being a minor update, there will be discussion on forecasts, budget, and related one-on-ones—all different from the conversations that occurred for the last update. He raised the possibility of changing the frequency of how often the subcommittee meets, maybe less than once every two weeks. Mario suggested that given the amount of effort that was just expended for the CIP, the subcommittee should consider this question and discuss thoughts at the next meeting.

#### **8. Policy Issues for SAIPRC – Jeremy Jewkes/All:**

SAIPRC has asked for an update on where the subcommittee is on these topics. Jeremy said there will be a letter sent from the chair, building off of the list that was in the transmittal memo sent to the NGEN. Brian Beeler offered to help Jeremy with the first draft of a memo. David Kutrosky offered the help and assistance of SAIPRC on anything that's needed. Jeremy hopes to have a rough draft done by the end of this week, and a final one ready the week after (11/16).

#### **9. 514 Subcommittee Website – Jeremy Jewkes:**

Bryan Hong reviewed what is currently on the website. Jeremy encouraged members to send any updates and suggestions to him and Bryan.

#### **10. Other Issues**

Jeremy mentioned that an item for future discussion will be figuring out what constitutes a quorum during subcommittee meetings and for other procedures such as voting.

**Next call – November 16, 2015 – 4:00PM Eastern**

#### **Adjourn –**

With no further business to come before the subcommittee today, Jeremy Jewkes adjourned the call at 4:30 PM Eastern.

**Next 514 conference call November 16, 2015**

### **Decisions and Action Items**

1. The subcommittee will review and approve the minutes from October 5, 2015.
2. The subcommittee will determine and discuss operating procedures, such as what constitutes a quorum, and voting procedures.
3. Amtrak will be seeking states' feedback at the User Group meeting on November 18, 2015, where it will share its first attempt at units used on a system-wide basis and then follow-up with some

displays on what it can be doing on a corridor-specific basis. States will think about this issue and be prepared to participate.

4. The subcommittee will think about how frequently meetings should occur and discuss them at the next meeting.
5. Jeremy Jewkes, Brian Beeler, and Darrell Smith will draft a memo to SAIPRC on policy issues by November 9, and have a final version ready on November 16, 2015.

#### ATTACHMENTS



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

### SECTION 305/209 – 514 Subcommittee

**Conference call  
November 02, 2015  
4:00pm, Eastern**

#### AGENDA

- |   |                   |
|---|-------------------|
| 2. Welcome/Open                                   | Jeremy Jewkes     |
| 3. Roll Call                                      | Bryan Hong        |
| 4. Approval of the Minutes from 10-05-15          | Jeremy Jewkes/All |
| 5. Action Item Status Review                      | Bryan Hong        |
| 6. Major Update Recommendations                   | Jeremy Jewkes     |
| 7. Quarterly Reconciliation                       | Darrell Smith     |
| a. 4 <sup>th</sup> Quarter Reconciliation FFY2015 |                   |
| b. Process Enhancements                           |                   |
| 8. Next Steps for 2017 - 2021                     | Darrell Smith     |
| 9. Policy Issues for SAIPRC                       | Jeremy Jewkes     |
| 10. 514 Subcommittee Website                      | Jeremy Jewkes     |
| 11. Other Issues                                  | All               |

**Next 514 Conference Call  
November 16, 2015**