

# SECTION 305/209 – NGENC – 514 Subcommittee

MINUTES    NOVEMBER 16, 2015    4:00PM EASTERN    CONFERENCE CALL

<b>FACILITATOR</b>	<i>Jeremy Jewkes, Subcommittee Co-Chair</i>
<b>ATTENDEES</b>	<i>AASHTO: Bryan Hong; Amtrak: Mario Bergeron, Tom Butler; CCJPA: David Kutrosky; Caltrans: Brian Tsukamoto; CTDOT: Marci Petterson; FRA: Ashok Sundararajan; MDOT: Al Johnson, Jeff Martin; NCDOT: Allan Paul, Paul Worley, Jonathan Dees; NNEPRA: Brian Beeler; NYSDOT: John Bell; ODOT: Jennifer Sellers; TXDOT: Steven Brock; WSDOT: Jeremy Jewkes, Jason Biggs</i>
<b>ABSENTEES</b>	<i>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 and 11-02-15 – Jeremy Jewkes/All:**

On a motion by Paul Worley, and a second from Allan Paul, the minutes from the October 5, 2015 and November 2, 2015 subcommittee conference calls were approved as amended and without exception.

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

*Action Items from 11/02*

1. The subcommittee will review and approve the minutes from October 5, 2015.  
See Agenda Item #3.
2. The subcommittee will determine and discuss operating procedures, such as what constitutes a quorum, and voting procedures.  
See Agenda Item #7.
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.  
See Agenda Item #5.
4. The subcommittee will think about how frequently meetings should occur and discuss them at the next meeting.  
See Agenda Item #7.
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.  
See Agenda Item #6.

**5. User Group Reminder – Darrell Smith:**

Tom Butler filled in for Darrell, updating the committee that the meeting remains scheduled for Wednesday. He said the first item on the agenda will be information on units used. After that will be a review of costs at the project level and then a presentation from Dale Engelhardt on where Amtrak is on the future of some of its equipment. Jeremy said

this meeting is intended to add more value to the states, which is reflected in some of the additional items on the agenda. Feedback from the states will be sought. Some questions to consider: Are we hitting the mark? Is this what we're really looking for from these groups? How are things working? What information is there? What does a dialogue look like?

## **6. SAIPRC Outcomes/Future Work Flow – Jeremy Jewkes, Jason Biggs, All:**

### **a. Flowchart**

Subcommittee members received the "514 process map v2.pdf" file prior to today's meeting. This version is the same as the one discussed in the SAIPRC forum. Jason Biggs summarized that SAIPR's role would focus on policy issues—those being identified from CIP development in a memo with a December 2<sup>nd</sup> deadline to the committee. He's received limited feedback so far. Any updates will be socialized with the SAIPRC members and then formalized in the December memo.

John Bell thought the chart was thorough. Ashok Sundararajan asked how the expected budgets from the states feed into the draft CIP and what happens to the ultimate numbers that come out of the CIP. Jason clarified that this would be a new process, developed after feedback from states that expressed budgetary constraints that impact the overhaul schedule.

What happens if there is not enough money during the process to do the overhaul, you go through the negotiations, and find that because of that action some of the equipment will go out of good repair? Would Amtrak be responsible for the credit? Jason answered this is a conversation that would have to happen if a state did not have the budget to match the proposed overhaul schedule. This would be on an ad hoc basis, not a change to the 209 methodology. These kinds of known constraints in the workflow merit conversations between the state(s) and Amtrak. Tom mentioned that another issue is timing.

Jeremy mentioned one change was turned into a proposal for how to approve the CIP document and how it will work with multiple groups. It outlines a single approval with the same body that houses the 514 Subcommittee, which will then be the plan for the next year. SAIPRC had asked the 514 group for a proposal for how the process will work between the two bodies. This will help set the tone for future working groups. David Kutrosky said that SAIPRC will take the memo and circulate it internally.

### **b. Memo to SAIPRC**

Jeremy said the memo will combine the group's identified policy issues that 514 members determine to be outside the scope of the subcommittee and the audit discussion, if the group on today's call agreed on a coordinated action for the latter.

### **c. Audit Discussion Update**

There needs to either be a coordinated action or the states would audit something on their own that's relevant to their respective corridors. Jeremy asked if there were any issues for having this audit be something that SAIPR considers. New York, Michigan, and NNEPRA mentioned support for a multi-state effort. In particular, Brian Beeler suggested it move to SAIPRC for a larger discussion before proceeding, to also minimize the amount of times Amtrak's audit.

## **7. 514 Subcommittee Administrative Tasks – Jeremy Jewkes/All:**

### **a. Formal subcommittee procedures**

AASHTO staff and affiliated NGEC administrators have pointed out that the 514 Subcommittee does not have formal processes in place for meeting functions. The NGEC created the 514 Subcommittee as a formal body last October, but formal procedures were never developed. Jeremy said the goal is to adapt a current structure perhaps similar to the Technical Subcommittee.

- Membership
  - Tech: All committee members
  - 514: All states with Amtrak equipment on their corridor or seriously considering it in the near-term, Amtrak, FRA
- Officers
  - Tech: Chair and Vice-Chair
  - 514: Chair and Co-Chair
- Purpose and responsibility
  - 514: Doing CIP with Amtrak and coordination on what the document looks like
- Subjects to address
- Meetings
- Quorum and Voting
  - 514: (Jeremy suggests FRA, Amtrak, states [what's the right threshold? 2/3rds from

exec board] representation), Voting has been by consensus but others have only when quorum is present—when lack of consensus a majority of those present

Bryan Hong will draft a document adapting the 514 to the Technical Subcommittee's structure and incorporate any suggestions from the members by the next call. Final adjustments will be made at that time. After, they will be recommended to the Executive Board to consider for formal action.

b. Subcommittee website

The formal subcommittee procedures and rules will be displayed. Feedback on the site (<http://www.highspeed-rail.org/Pages/514-Subcommittee.aspx>) is welcome and can be sent to Bryan.

c. Frequency of meetings

Jeremy suggested that the Subcommittee conduct monthly calls moving forward, considering the upcoming Minor Update. There was a consensus that this be the plan beginning in December 2015.

## 8. Other Issues

There were no additional issues raised by the subcommittee.

**Next call – November 30, 2015 – 4:00PM Eastern**

### Adjourn –

With no further business to come before the subcommittee today, Jeremy Jewkes adjourned the call at 4:50 PM Eastern.

**Next 514 conference call November 30, 2015**

## Decisions and Action Items

1. 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.
2. Work will continue on the memo to SAIPRC, which will mention an audit update incorporating a multi-state effort.
3. Bryan Hong will draft a document adapting the 514 to the Technical Subcommittee's structure and incorporate any suggestions from the members by the next call. Final adjustments will be made at that time. After, they will be recommended to the Executive Board to consider for formal action.
4. The Subcommittee decided to change the meeting schedule to monthly, beginning in December 2015.

## Attachments

- "514 process map v2.pdf" PDF



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

## SECTION 305/209 – 514 Subcommittee

**Conference call  
November 16, 2015  
4:00pm, Eastern**

## AGENDA

- |  |                   |
|--|-------------------|
| 1. Welcome/Open                          | Jeremy Jewkes     |
| 2. Roll Call                             | Bryan Hong        |
| 3. Approval of the Minutes from 10-05-15 | Jeremy Jewkes/All |
| 4. Action Item Status Review             | Bryan Hong        |
| 5. User Group Reminder                   | Darrell Smith     |
| Tom Butler filled in for Darrell Smith.  |                   |
| 6. SAIPRC Outcomes/Future Work Flow      | Jeremy Jewkes/All |
| a. Flowchart                             |                   |
| b. Audit Discussion Update               |                   |
| c. Memo                                  |                   |
| 7. 514 Subcommittee Administrative Tasks | Jeremy Jewkes/All |
| a. Subcommittee website                  |                   |
| b. Frequency of meetings                 |                   |
| c. Formal subcommittee procedures        |                   |
| 8. Other Issues                          | All               |
| 9. Adjourn                               | Jeremy Jewkes     |

**Next conference call  
November 30, 2015**