

SECTION 305/209 – NGENC – 514 Subcommittee

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

FACILITATOR	<i>Jason Biggs, WSDOT</i>
ATTENDEES	<i>AASHTO: Bryan Hong; Amtrak: Darrell Smith, Mario Bergeron, Tom Butler; CTDOT: Marci Petterson; FRA: Ashok Sundararajan; MDOT: Al Johnson, Jeff Martin; NNEPRA: Brian Beeler; ODOT: Mike Jenkins; TXDOT: Steve Brock; WSDOT: Jason Biggs, Brent Thompson</i>
ABSENTEES	<i>CCJPA: David Kutrosky; Caltrans: John Pagano; NCDOT: Allan Paul; NYSDOT: John Bell; WisDOT: Arun Rao</i>

DISCUSSION/DECISIONS

1. Welcome and Open Meeting:

Jason Biggs began the meeting.

2. Roll Call – Bryan Hong:

Bryan Hong called the roll.

3. Approval of the Minutes from 11-16-15 – Jason Biggs/All:

On a motion by Darrell Smith, and a second from Mike Jenkins, the minutes from the November 16, 2015 meeting were approved as amended and without exception.

4. Action Item Status Review – Bryan Hong:

Action Items from 11/16

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.

See Agenda Item #5

2. Work will continue on the memo to SAIPRC, which will mention an audit update incorporating a multi-state effort.

See Agenda Item #6

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. The Subcommittee decided to change the meeting schedule to monthly, beginning in December 2015.

See Agenda Item #7

5. Amtrak User Group Meeting Update & Feedback – Amtrak/Jason Biggs/All:

Jason Biggs thanked those who participated. He thought it was both a very clear presentation and the best he has seen given the good and bad news it included. Darrell Smith mentioned it seemed that attendance was lower than normal even though there was a States for Passenger Rail call preceding it, and was open to suggestions on how to increase participation. Jason said he did not have a list of states that joined, but that in the future they will try to not schedule back-to-back calls that have a national audience. He agreed that they are looking to encourage all states to be involved in this conversation as the 1-5 year plans are rolled out for the CIPs. Mario Bergeron said Amtrak remains

engaged with the CIP process and understands the significance the user group meetings have as part of the CIP discussions. It wants to make sure it is prepared for talking with the states to show their respect for state partners and the quarterly review process overall. Lower participation leads to Amtrak questioning its efforts in assembling material and other preparations that lead to initial answers. It is willing to adjust based on state suggestions. Tom Butler added that an idea was proposed that the presentation be sent to states before the meeting so states can review ahead of time instead of receiving them afterwards. Brian Beeler thought this was a good idea and would allow states to provide better feedback. He asked about the process in determining Units Used and Darrell answered it was straightforward and will hopefully become part of the normal process. It allowed them to easily see the variances, which was a good exercise.

6. Memo to SAIPRC Update – Jason Biggs, All:

The Subcommittee has until the end of the year to submit this to the SAIPRC. The draft is still with WSDOT being updated by Jeremy Jewkes. Brian Beeler reiterated his willingness to help review the draft in addition to Amtrak's review. The memo will eventually go out with Chair Ron Pate's signature and explain the policy issues identified by the Subcommittee throughout the past year of CIP integration. It will also outline the process of how SAIPRC will be included in the review of the CIP document, consistent with the flowchart that was previously distributed.

7. 514 Subcommittee Formal Procedures Update – Jason Biggs/All:

Currently WSDOT is going over the draft document. Jason proposed working with Bryan on any further updates, then sending to Amtrak for its consideration, and then to Steve Hewitt the Manager of S305 NGECS Support Services. Jason called for states to review the document sent to the Subcommittee and submit comments to him, Jeremy, and Bryan before the next meeting on December 14, 2015.

8. 514 Subcommittee Website Reminder – Jason Biggs/All:

Darrell Smith mentioned that he and Steve Hewitt have discussed this as a future action item for the Finance and Administrative Subcommittee. He said that this will be a topic of upcoming coordination between the two groups.

9. Frequency of 514 Meetings – Bryan Hong/All:

Jason proposed the Subcommittee's future meetings to be mid-month, starting after December 14th. NNEPRA and Michigan agreed and the rest of the Subcommittee concurred without objection.

10. Other Issues

There were no additional issues raised by the subcommittee.

Next call – December 14, 2015 – 4:00PM Eastern

Adjourn –

With no further business to come before the subcommittee today, Jason Biggs adjourned the call at 4:25 PM Eastern.

Next 514 conference call December 14, 2015

Decisions and Action Items

1. In the future, organizers will try to not schedule back-to-back calls that have a national audience, in order to prevent a drop-off in attendance for meetings regarding items such as Amtrak user groups.
2. Amtrak will consider sending out materials in advance of upcoming user group meetings so states have more time to formulate thoughts and questions.
3. WSDOT will continue working on drafts of both the memo to SAIPRC and the 514 Subcommittee Formal Procedures. Both will go to Amtrak for review.
4. The 514 Subcommittee will work with the NGECS Finance and Administrative Subcommittee on eventual coordination of webpages through AASHTO.
5. Starting in December 2015, the 514 Subcommittee will begin meeting once a month on the second Monday at the same time (1 p.m. Eastern).

Attachments

- "Draft_514 SC Rules and Procedures" DOCX



SECTION 305/209 – 514 Subcommittee

Conference call
November 30, 2015
4:00pm, Eastern

AGENDA

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| 1. Welcome/Open | Jason Biggs |
| 2. Roll Call | Bryan Hong |
| 3. Approval of the Minutes from 11-16-15 | Jason Biggs/All |
| 4. Action Item Status Review | Bryan Hong |
| 5. Amtrak User Group Update | Amtrak/All |
| 6. Memo to SAIPRC Update | Jason Biggs/All |
| 7. 514 Subcommittee Formal Procedures Update | Jason Biggs/All |
| 8. 514 Subcommittee Website Reminder | Jason Biggs/All |
| 9. Frequency of 514 meetings | Bryan Hong/All |
| 10. Other Issues | All |
| 11. Adjourn | Jason Biggs |

Next conference call
December 14, 2015