

SECTION 305/209 – NGEC – 514 Subcommittee

MINUTES JANUARY 11, 2016 4:00PM EASTERN CONFERENCE CALL

FACILITATOR	<i>Jeremy Jewkes, WSDOT</i>
ATTENDEES	<i>AASHTO: Bryan Hong; Amtrak: Darrell Smith, Mario Bergeron, Tom Butler; FRA: Lynn Everett; CTDOT: Marci Petterson; MDOT: Al Johnson, Jeff Martin; NCDOT: Allan Paul; NNEPRA: Brian Beeler; NYSDOT: John Bell, Ray Hessinger; ODOT: Mike Jenkins, Jennifer Sellers; TXDOT: Steve Brock; WSDOT: Jason Biggs, Ron Pate; WisDOT: Arun Rao</i>
ABSENTEES	<i>CCJPA: David Kutrosky; Caltrans: John Pagano</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 12-14-15 – Jeremy Jewkes/All:

On a motion by Allan Paul, and a second from Mike Jenkins, the minutes from the December 14, 2015 meeting were approved as amended and without exception.

4. Action Item Status Review – Bryan Hong:

Action Items from 12/14

1. The Subcommittee approved the draft Formal Procedures and will send it to the Finance and Administrative Subcommittee (FASC) for consideration and inclusion in the NGEC Bylaws.

The Subcommittee submitted the approved draft Formal Procedures document to the Finance and Administrative Subcommittee on Friday, January 8, 2016. The FASC will meet on Wednesday, January 13, 2016 to determine whether to include it as part of the updated NGEC Bylaws and move that document to the NGEC Executive Board.

2. Jeremy Jewkes will send the SAIPRC Memo to Brian Beeler and Darrell Smith for their review before sending it on to the chairs of the respective committees by the end of the month.

This item was completed and adjusted, with the resulting draft being sent to members prior to the call. It has yet to be sent to the NGEC Executive Board.

5. Update on Bylaws

Please see the update to Action Item #1.

6. Update on Reconciliation for Quarter 1 of FFY 2016 – Tom Butler:

Jeremy asked Amtrak's representatives if there is a date set, to which Tom Butler responded that while he does not have one established it will probably be in the first week of February. Amtrak's quarter has not closed yet, but should sometime today. Jeremy said that he and others are looking forward to that presentation given how well the last one was received. Darrell adjusted Tom's answer to the second week in February as Amtrak's APT system does not close until around two weeks later. Members clarified that the SCORT Washington Meeting will be during the third week of February. Ron Pate offered his availability to those who need to meet and discuss anything in-person. FAST Act details are an item that might require some conversations.

7. Update on State Forecasts and Draft Minor Update – Darrell Smith:

Darrell Smith thanked all members for their efforts, as Amtrak received information from every state by January 5th, 2016, not long beyond the end of the 2015 calendar year. He reported that Amtrak is working to build out its forecast pool. The data will be entered into those tools and during the month February will be added into the access database along with updated forecast mechanical information. This will result in new tables on track to meet a March deadline. Mario Bergeron asked what assumptions were included on the car procurement. Darrell answered that what he has not gone through every state's information to see where each is, he knows that every state that is receiving bi-levels has noted/commented on the challenges on that order. Mario then suggested that they watch for consistency in alignment in all these files.

8. Update on Draft Memo to SAIPRC and Subcommittee Action – Jeremy Jewkes/All:

Jeremy informed members that over the holidays the deadline was moved to the beginning of January. Feedback was received from both Amtrak and NNEPRA. The NGENC Executive Committee gave direction on moving the document out of the 514 Subcommittee, which will be outlined later. Members then began a discussion over the memo language and wording, particularly the policy issues elevated out of the 514 Subcommittee. Darrell suggested a subgroup meet tomorrow to clarify these issues in order to reach a consensus that includes Amtrak, and then release a new draft. Ray Hessinger mentioned that while framing these items is important, the less that is said will make it easier to achieve consensus within the 514 Subcommittee, allowing SAIPRC to expand on them if it takes up the topic. Darrell agreed and said that would be Amtrak's intent.

Jeremy informed the group that the next NGENC Executive Board meeting is Tuesday, January 19th. He suggested that the 514 Subcommittee chair could transmit the draft memo to the NGENC Executive Board with a "do pass" recommendation. The chairs of the 514 Subcommittee and NGENC could then act with executive powers to incorporate further feedback and amendments prior to Executive Committee action.

Darrell motioned to conduct a small group meeting between Amtrak and Washington State tomorrow to clarify language and establish a neutral position, and then send the draft to the whole 514 Subcommittee by Wednesday morning. After he made the motion, Allan Paul seconded, followed by no objections from members. Bryan Hong will receive votes remotely by email by 12 PM Eastern on Friday. The motion was carried without exception.

9. Other Issues

There were no other issues brought up for discussion.

Adjourn –

With no further business to come before the subcommittee today, Jeremy Jewkes adjourned the call at 4:28 PM Eastern.

Next 514 conference call February 8, 2016– 4:00PM Eastern

Decisions and Action Items

1. A small group meeting between Amtrak and Washington State will occur on Tuesday, January 12th to clarify language in the draft memo to SAIPRC and establish a neutral position. The document will be sent to the 514 Subcommittee by the morning of Wednesday, January 13th from AASHTO. Members will then vote on the motion to send the memo to the NGENC Executive Board by 12 PM Eastern on Friday, January 15th.

Attachments

- CIP_Memorandum_2016vFinal.pdf
- 514 process map v2.pdf
- Policy Issues Memo to SAIPRC.20160111.doc



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

SECTION 305/209 – 514 Subcommittee

**Conference call
January 11, 2016
4:00pm, Eastern**

AGENDA

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| 1. Welcome/Open | Jeremy Jewkes |
| 2. Roll Call | Bryan Hong |
| 3. Approval of the Minutes from 11-16-15 | Jeremy Jewkes/All |
| 4. Action Item Status Review | Bryan Hong |
| 5. Update on Bylaws | Jeremy Jewkes |
| 6. Update on Reconciliation on Quarter 1 of FFY 2016 | Tom Butler |
| 7. Update on State Forecasts and Draft Minor Update | Darrell Smith |
| 8. Draft Memo to SAIPRC Update and Subcommittee Action | All |
| a. Next steps, timing, and coordination with Executive Board | |
| b. Draft motion on memo action:
<i><Name> moves that the 514 Subcommittee chair will transmit the draft memo to the NGEC Executive Board with a "do pass" recommendation. The chairs of the 514 Subcommittee and NGEC are granted the executive privilege to incorporate further feedback and amendments prior to Executive Committee action.</i> | |
| 9. Other Issues | All |
| 10. Adjourn | Jason Biggs |

**Next 514 Conference Call
February 8, 2015**