

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

NOVEMBER 10,  
2020

3:00PM EASTERN

CONFERENCE CALL

<b>FACILITATOR</b>	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
<b>ATTENDEES</b>	<i>Tim Ziethen, John Oimoen, Mike Murray for Michael Lestingi, Brian Beeler II, Ray Hessinger, Brent Thompson, Amanda Martin, Amanda Martin for Troy Hughes, Strat Cavros, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>Arun Rao, Troy Hughes, Michael Lestingi, Jeff Gordon., Larry Salci, Shayne Gill, Oscar Bermudez,</i>

## DECISIONS MADE

### 1. Welcome and Open Meeting – Tim Ziethen, Amtrak:

Subcommittee Chair, Tim Ziethen, Amtrak, opened the conference call meeting and asked Steve Hewitt to call the roll.

### 2. Roll Call – Steve Hewitt:

Steve Hewitt called the roll and confirmed the presence of a quorum.

### 3.

#### Approval of Minutes from the 10-14-20 conference call – Tim Ziethen, Amtrak:

On a motion by Ray Hessinger, NYSDOT, and a second by John Oimoen, IDOT, the minutes from 10-14-20 were approved as presented.

### 4.

#### Treasurer's Update – Tim Ziethen:

Tim Ziethen provided the following Treasurer's update:

Balance/Spend Rate:

Total Initial Grant Amount: \$1,250,000.

Amount Spent: \$657,849.52.

Balance remaining: \$ 592,150.48.

Projected spending through the remainder of the grant period through 9-30-20: approximately \$28,068.65.

Estimated balance remaining at the end of FFY 2020 (9-30-20): \$592,150.48.

Approximate current spend rate: \$14,301.08.

Estimated spend at current rate for the next 36 months (through 9-30-23) - \$514,838.75.

Estimated balance at the end of the Extension Period – 9-30-23 – (Contingency) - \$77,311.73.

Status: Contract extensions Amtrak/AASHTO, and AASHTO/Sub-contractors (Hewitt, Krause, Casamar, Salci):

Tim Ziethen reported that the Amtrak/AASHTO addendum which continues their contract for the life of the grant agreement extension (through 9-30-23) has been fully executed by Amtrak and AASHTO.

Steve Hewitt reported that AASHTO and he have fully executed a 36-month contract extension as has Tammy Krause and AASHTO.

Strat Cavros, AASHTO, confirmed that AASHTO and Casamar (Technical writer – Camren Cordell) have also fully executed the contract extension. Strat also confirmed that the task order for Larry Salci to conduct the DMU specification review is in process. Larry has submitted the budget and scope of work proposal – AASHTO has received it and is working with its contracts office to prepare a contract.

**5.**

**Status Update: Recommended Practices Document - Steve Hewitt:**

Steve Hewitt reported that the Technical writer has finished with all of the new edits and now needs to go through the entire document to find all of the acronyms to put in the front section and do a final review. Looking at her schedule she plans to have it all completed on Wednesday 11-11-20.

**6.**

**Annual Review of the NGECC By-Laws – Review proposed changes – John Oimoen/Steve Hewitt:**

The Executive Board has the FASC approved By-Laws changes in writing per NGECC procedures. The Board received the on 10-14-20 and must have them for 30 days prior to voting on the changes. The 30-day period will end this week and it is the Executive Board Chair's intention to put the consideration of approval on the agenda on 11-17-20.

**7.**

**Status: Review and update of the NGECC two-page handout – Tim/Steve:**

The FASC working group looking at the two-pager met on 10-20-20 and agreed to make some changes including some of those suggested by Steve Hewitt. The group will be meeting again in several weeks to further discuss some of the suggested edits. The intent is to have the document updated and ready for distribution by January 2021.

MODOT graphics arts has agreed to, once again, format the changes and produce the two-pager and print copies as well. MODOT also provided the working group with the name of the software they use for developing the two-pager so that the working group can use it to make changes. MODOT also said that the working group could mark up the current version and send the changes that way if the software was not available to working group members.

Tim Ziethen reported that the software MODOT is using is not one that Amtrak has. Tim noted he would need to contract for a year to use that software.

Ray Hessinger reported that he just found out that NYSDOT has the software – and he was downloading it at that moment. He is not familiar with it but will work it out. He recommended the working group meet and work through the changes with Ray sharing his screen.

Steve Hewitt will reach out to the members and try to schedule a meeting for Monday 11-16-20.

**8.**

**NGECC Quarterly Grant Progress Report to FRA – 9-30-20 – Tim Ziethen:**

Tim Ziethen reported that the 4<sup>th</sup> quarter report was been submitted to FRA on time – 10-30-20 [ he expressed thanks to Steve Hewitt for his review and input.

The next report will be for the period ending 12-31-20. It will be due to FRA on 1-31-21.

**9.**

**Other Issues/Questions – All:**

**Adjourn:**

With no further business forthcoming, Chairman Ziethen adjourned today's meeting at 3:28pm Eastern.

By Computer: <https://stephenhewitthewittconsulting.my.webex.com/meet/shewitt109>

by phone: 1-415-655-0001

Access code: 126-073-1531

**Next call – 12-9- 20**

**Decisions - Action Items**

**Treasurer's Report – 11-10-20:**

On 11-10-20, Tim Ziethen provided the following Treasurer's report:

Balance/Spend Rate:

Total Initial Grant Amount: \$1,250,000.

Amount Spent: \$657,849.52.

Balance remaining: \$ 592,150.48.

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Estimated spend at current rate for the next 36 months (through 9-30-23) - \$514,838.75.

Estimated balance at the end of the Extension Period – 9-30-23 – (Contingency) - \$77,311.73.

Status: Execution of 36-month contract extensions – Amtrak/AASHTO; AASHTO/Subcontractors – Hewitt, Salci, Krause, Casamar (Cameron Cordell).

Tim Ziethen reported that the Amtrak/AASHTO addendum which continues their contract for the life of the grant agreement extension (through 9-30-23) has been fully executed by Amtrak and AASHTO.

Steve Hewitt reported that AASHTO and he (Hewitt Consulting) have fully executed a 36-month contract extension as has Tammy Krause and AASHTO.

Strat Cavros, AASHTO, confirmed that AASHTO and Casamar (Technical writer – Camren Cordell) have also fully executed the contract extension. Strat also confirmed that the task order for Larry Salci to conduct the DMU specification review is in process. Larry has submitted the budget and scope of work proposal – AASHTO has received it and is working with its contracts office to prepare a contract.

**Conveying the message:****Review and update of the NGEC two-page handout:**

Status – 11-10-20:

The FASC working group looking at the two-pager met on 10-20-20 and agreed to make some changes including some of those suggested by Steve Hewitt. The group will be meeting again in several weeks to further discuss some of the suggested edits. The intent is to have the document updated and ready for distribution by January 2021.

MODOT graphics arts has agreed to, once again, format the changes and produce the two-pager and print copies as well. MODOT also provided the working group with the name of the software they use for developing the two-pager so that the working group can use it to make changes. MODOT also said that the working group could mark up the current version and send the changes that way if the software was not available to working group members.

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Ray Hessinger reported that he just found out that NYSDOT has the software – and he was downloading it at that moment. He is not familiar with it but will work it out. He recommended the working group meet and work through the changes with Ray sharing his screen.

Steve Hewitt will reach out to the members and try to schedule a meeting for Monday 11-16-20.

**Annual Review of NGEC By-Laws as of 11-10-20:**

The Executive Board has the FASC approved By-Laws changes in writing per NGEC procedures. The Board received the on 10-14-20 and must have them for 30 days prior to voting on the changes. The 30-day period will end this week and it is the Executive Board Chair's intention to put the consideration of approval on the agenda on 11-17-20.

**Overview: Quarterly Grant Progress Report to FRA:**

The 4<sup>th</sup> quarter report was been submitted to FRA on time – 10-30-20 [ he expressed thanks to Steve Hewitt for his review and input.

The next report will be for the period ending 12-31-20. It will be due to FRA on 1-31-21.

**Status Update: NGEN Equipment Acquisition and Ownership Best Practices Working Group development of "Recommended Practices" document as of 11-10-20:**

The technical writer has finished with all of the new edits and now needs to go through the entire document to find all of the acronyms to put in the front section and do a final review.

Looking at her schedule she plans to have it all completed on Wednesday 11-11-20.

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**Next Call -12-9-20**

**ATTACHMENTS**



*Our Vision: The NGEC will provide national leadership in standardization, acquisition, and management of passenger rail equipment.*

**SECTION 305 NGEC Finance and Administrative Subcommittee (FASC)**

**Web Ex video/audio information:**

By Computer: <https://stephenhewitthewittconsulting.my.webex.com/meet/shewitt109>

by phone: 1-415-655-0001

Access code: 126-073-1531

**AGENDA**

**11-10-20**

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| 1. Welcome/Open  | Tim Ziethen  |
| 2. Roll Call   | Steve Hewitt |
| 3. Approval of the Minutes from 10-14-20   | Tim Ziethen  |
| 4. Treasurer's Update  | Tim Ziethen  |
| a. Balance-Spend Rate  |              |
| b. Status: Execution 36-month contract extensions Amtrak/AASHTO, AASHTO/subcontractors – Hewitt, Casamar (Cameron Cordell), Krause, Salci task order |              |

- |   |              |
|---|--------------|
| 5. Status: Recommended Practice Document                  | Steve Hewitt |
| 6. NGEC By-Laws   | Steve Hewitt |
| 7. Status: review and update of the NGEC two-page handout | Tim/Steve    |
| 8. NGEC Quarterly Grant Progress Report to FRA (9-30-20)  | Tim Ziethen  |
| 9. Other Issues/questions                                 | All          |

**Next Call December 9, 2020**