

# SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES      APRIL 29, 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, Brent Thompson, Brent Thompson also as proxy for John Oimoen, Mike Murray for Michael Lestingi, Amanda Martin, Amanda Martin also as proxy for Arun Rao, Ray Hessinger, Brian Beeler II, Oscar Bermudez, Shayne Gill, Strat Cavros, Steve Hewitt</i>
<b>ABSENTEES</b>	<i>Michael Lestingi, Arun Rao, John Oimoen, Troy Hughes, Jeff Gordon, Larry Salci</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 4-1-20 conference call – Tim Ziethen, Amtrak:**

On a motion by Brent Thompson, WSDOT, and a second by Amanda Martin, Iowa DOT, the minutes from 4-1-20 were approved as presented.

**4. Treasurer’s Update – Tim Ziethen:**

Tim Ziethen provided the following Treasurer’s update:

Note: Strat Cavros, AASHTO, reported that AASHTO’s March invoice will be for about \$22,000 and is about to be submitted. Strat noted that the higher than usual invoice amount is due to reimbursement for Travel expenses to NGECC state members for the Annual Meeting held on 2-21-20.

Tim acknowledged Strat’s update and reported the current Treasurer’s report as of the end of February (not including the AASHTO March invoice – not yet received):

Total Initial Grant Amount: \$1,250,000.  
 Amount Spent: \$557,227.12  
 Balance remaining: \$ 692,772.88  
 Spend Rate per month: approximately \$13,590.91  
 Estimated balance remaining at the end of the current grant period (9-30-20) - \$577,636.54  
 Average Monthly expenditure estimated for the extension period is: \$15,000.00  
 Amount utilized if the Grant is extended for 36 months at estimated spend rate \$540,000.00  
 Projected total remaining at the end of the 36-month extension: \$37,636.54

Status: Grant Agreement extension request – Tim Ziethen, Amtrak:

The 36 month no-cost grant agreement extension has been submitted to FRA. It is anticipated that they will review it in May and, hopefully, it will be accepted and set in place prior to the end of the current grant agreement (9-30-20).

**5. Status/Overview: Quarterly Grant Progress Report – due to FRA 4-30-20 – Tim Ziethen:**

Tim reported that he and Steve Hewitt have been working on the Quarterly grant Progress Report. Steve

provided Tim with some edits this morning and he intends to give it one last review and then send it on to Amtrak grants for submittal to FRA on 4-30-20.

Tim thanked Steve for his assistance and added that the status notes in the report follow Steve's notes from the monthly and quarterly NGEC Activities updates he prepares.

Once it has been sent to FRA, Tim Ziethen will provide it to Steve Hewitt for appropriate distribution.

**6.**

**Status Update: NGEC Equipment Acquisition and Ownership Best Practices/Lessons Learned Document – Steve Hewitt:**

The document, which was initially developed by the working group was submitted to technical writer, Cameron Cordell to compile the four DRAFT sections into one comprehensive – one voice document – removing all redundancies among the four separately written sections and re-formatting it into an NGEC document.

As of this date Cameron has not yet provided the DRAFT of the document for distribution to the working group. Tammy Krause has reached out to her to see where things stand but has not yet received a response. As previously reported, Cameron had much of the compilation done and had re-formatted it to be consistent with other NGEC documents.

**7.**

**Status: Conveying the Message – Steve Hewitt:**

One of the NGEC Grant requirements is to develop and keep updated an educational document to provide congress and others (states, Amtrak, industry) with information describing what the NGEC is and what it does, and to highlight its accomplishments.

The FASC oversees this effort with Executive Board approval. In January 2020, the NGEC released its updated background and educational document. To date over 150 hard copies and 250 electronic versions have been distributed. Overall, in the past 14 months we have distributed more than 1300 copies of the most recent versions of the educational document.

It remains available, by request, from Steve Hewitt in both versions hard copy and PDF and is useful in conveying the message – (something that is critical with reauthorization on the table).

As the year progresses, the FASC will take another look at this document and update it as appropriate.

**8.**

**Other Issues/Questions – All:**

**Adjourn:**

With no further business forthcoming, Chairman Ziethen adjourned today's meeting at 3:15pm Eastern.

**The next call is scheduled for May 27, 2019**

**The call-in number is:**

**888 585-9008 passcode 559-120-127#**

**Decisions - Action Items**

**Treasurer's Report – 4-29-20:**

Tim Ziethen provided the following Treasurer's update:

Note: Strat Cavros, AASHTO, reported that AASHTO's March invoice will be for about \$22,000 and is about to be submitted. Strat noted that the higher than usual invoice amount is due to reimbursement for Travel expenses to NGEC state members for the Annual Meeting held on 2-21-20.

Tim acknowledged Strat's update and reported the current Treasurer's report as of the end of February (not including the AASHTO March invoice – not yet received):

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

Amount Spent: \$557,227.12

Balance remaining: \$ 692,772.88

Spend Rate per month: approximately \$13,590.91

Estimated balance remaining at the end of the current grant period (9-30-20) - \$577,636.54

Average Monthly expenditure estimated for the extension period is: \$15,000.00

Amount utilized if the Grant is extended for 36 months at estimated spend rate \$540,000.00

Projected total remaining at the end of the 36-month extension: \$37,636.54

Status: Grant Agreement extension request – Tim Ziethen, Amtrak:

The 36 month no-cost grant agreement extension has been submitted to FRA. It is anticipated that they will review it in May and, hopefully, it will be accepted and set in place prior to the end of the current grant agreement (9-30-20).

**Conveying the message:**

One of the NGEC Grant requirements is to develop and keep updated an educational document to provide congress and others (states, Amtrak, industry) with information describing what the NGEC is and what it does, and to highlight its accomplishments.

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It remains available, by request, from Steve Hewitt in both versions hard copy and PDF and is useful in conveying the message – (something that is critical with reauthorization on the table).

As the year progresses, the FASC will take another look at this document and update it as appropriate.

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

The quarterly report for the period ending 3-31-20 is being finalized and will be submitted to FRA on time on 4-30-20. Once it has been sent to FRA, Tim Ziethen will provide it to Steve Hewitt for appropriate distribution.

The next quarterly report will be for the period ending June 30, 2020 and will be due to FRA by July 31, 2020.

**Status Update: NGEC Equipment Acquisition and Ownership Best Practices Working Group:**

The document, which was initially developed by the working group was submitted to technical writer, Cameron Cordell to compile the four DRAFT sections into one comprehensive – one voice document – removing all redundancies among the four separately written sections and re-formatting it into an NGEC document.

As of this date Cameron has not yet provided the DRAFT of the document for distribution to the working group. Tammy Krause has reached out to her to see where things stand but has not yet received a response.

As previously reported, Cameron had much of the compilation done and had re-formatted it to be consistent with other NGEC documents.

Steve Hewitt anticipates the draft document to be ready for working group review sometime during the current quarter.

**888 585-9008 passcode 559-120-127#**

**Next Call 5-27-20**

**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)**

**Conference call  
4-29-2020  
3:00PM Eastern**

**888 585-9008 passcode 559-120-127#**

**AGENDA**

- |   |              |
|---|--------------|
| 1. Welcome/Open   | Tim Ziethen  |
| 2. Roll Call  | Steve Hewitt |
| 3. Approval of the Minutes from 4-1-20                                      | Tim Ziethen  |
| 4. Treasurer's Update   | Tim Ziethen  |
| a. Balance-Spend Rate   |              |
| b. Status: Grant Agreement No-Cost 36 months Extension Request              |              |
| 5. Status/Overview: Quarterly Grant Progress Report – due to FRA 4-30-20    | Tim Ziethen  |
| 6. Status: NGEC Equipment Acquisition and Ownership Best Practices Document | Steve Hewitt |
| 7. Status: Conveying the Message  | Steve Hewitt |
| 8. Other Issues/questions   | All          |

**Next Call May 27, 2020**

**888 585-9008 passcode 559-120-127#**