

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

NOVEMBER 9,
2022

3:00PM EASTERN

WEBEX MEETING

FACILITATOR	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Tim Ziethen, Jeff Gordon, Brian Beeler II, Troy Hughes, Troy also as proxy for Amanda Martin and John Oimoen, Jason Biggs, Mike Murray, Shayne Gill, Steve Hewitt</i>
ABSENTEES	<i>Amanda Martin, John Oimoen, Ray Hessinger, Larry Salci, Strat Cavros, Rebecca Anger</i>

DECISIONS MADE

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

FASC Chair Tim Ziethen was delayed for 15 minutes, so Vice Chair Brian Beeler opened the meeting and asked Steve Hewitt to call the roll.

2. Roll Call – Steve Hewitt:

After calling the roll, Steve Hewitt confirmed the presence of a quorum would be confirmed as soon as the Chair arrived and that the meeting could begin with no votes taken until the Chair had joined the meeting.

3.

Treasurer's Update – Tim Ziethen:

Steve Hewitt provided the balance and spend rate through August

Balance and Spend Rate:

Total Initial Grant Amount: \$1,250,000.
Expenses Incurred through August 2022: \$1,029,098.11
Balance remaining: \$ 215,629.76
Current Spend Rate per month (as info and used in calculating): \$14,568.59
Estimated Balance at the end of the Extension Period (Contingency): \$26,238.03

The estimated balance will be where the costs for the website refresh will be derived. The "not to Exceed" amount for the website refresh is \$12,000.

Tim Ziethen joined the call and confirmed that the balance and spend is accurate at this point. He noted that he had just received September expenditures from AASHTO, but has not yet updated the report.

4.

Approval of the Minutes from 10-12-22 – Tim Ziethen:

On a motion by Jason Biggs, WSDOT, and a second by Brian Beeler II for Maine DOT, the minutes from 10-12-22 were approved as submitted.

5.

NGEC Website Refresh Agreement – Status – Steve:

Tasks I and II are complete and Task III is underway.

On 10-11-22, the vendor sent the design mockup for the new NGEC website to the sub-group (Ray, Steve, Tim, (NGEC) and Shayne, Strat, David Dubov (AASHTO) asking for review and approval. The design is based on the WordPress website theme that was approved during the last meeting.

Specifically, iEngineering asked for feedback on the following:

As part of your approval, please also provide feedback on the following items:

- 1. The existing NGENC website does not have webpage text content as the majority of the content is based on downloadable files. We have added text content in the design mockup to make the website provide context to downloadable files. Please review this text content and let us know if any changes are required.*
- 2. The downloadable files on the existing NGENC website are in multiple formats including PDF, Word, Excel, and PowerPoint. For website security, we do not recommend including Microsoft Office (Word, Excel, and PowerPoint) file formats as downloadable files. We recommend all downloadable files be converted into PDF format. If you agree, we will convert all files into PDF as part of the data migration task.*
- 3. We have included links to social media sites in the website footer. Please let us know if you plan to have social media presence so that we can add appropriate social media links. If yes, please provide us with the URLs of the NGENC social media pages. Else, we will remove the social media links from the website footer.*

After listening to comments from the FASC and also getting feedback from the Executive Board on the mock-up, Steve Hewitt and Ray Hessinger compiled the comments received, revised the content text in redline (quite extensive), and sent them along with responses to the feedback items to iEngineering.

No response has yet been received from the vendor.

George Hull, Amtrak, has agreed to provide NGENC equipment pictures for iEngineering to use on the website.

6. Updating the two-pager for 2023 – Steve and John:

Steve Hewitt reviewed proposed updates to the NGENC two-pager for its 2023 version. These updates would include adding the new website domain – ngec.org in place of 305 ngec.org, and updating the Timeline section of the document in several areas: Bi-Level Spec updated Revision D, Number of Charger Locomotives currently in service and the number of NGENC cars now in service.

Steve shared proposed pictures that could be used for the 2023 version. The pictures shared were those provided by John Oimoen. Not yet provided, but suggested to be included would be a picture of a California car or locomotive and a new WSDOT picture. Steve agreed to reach out to Caltrans. Jason Biggs said he would provide a new WSDOT picture and Steve will also ask for an interior Café car picture.

Steve and John Oimoen would like to see possibly two pictures on the front page and two on the back page

Steve asked for the FASC members to approve the recommendations and general concept that he and John Oimoen were suggesting for submittal to the Executive Board for its input – understanding that the exact pictures and format has yet to be determined and the Timeline updates are awaiting input.

7. Consider recommended changes for submittal to the NGENC Executive Board – Tim:

On a motion by Jeff Gordon, FRA and a second by Troy Hughes, MODOT, it was agreed that the recommended concept and suggested updates will be submitted to the NGENC Executive Board.

8. Status/Next Steps – CRISI Grant Application – Tim Ziethen:

At this point Jeff Gordon and Mike Murray, FRA, stepped off the call due to the possibility of a conflict of interest, because the discussion was turning to the status of the CRISI Grant application being prepared by Amtrak.

Tim Ziethen reported that, by Monday, (11-14-22) either he or the Amtrak Government Affairs office will send out a request for letters of support to the 3 email lists provided by Steve Hewitt. Amtrak has prepared a form letter/template which will be attached to the request for letters of support. Amtrak will ask that letters be submitted within two-weeks. They will be included with the Grant application package which is due to FRA by 12-1-22.

The grant writer is continuing to complete the application. Tim described it as “a significant document”. He expects to see a draft on Thursday (11-10-22). He believes that early next week, he will be able to provide the draft to the NGENC Executive Board possibly as early as next Monday (11-14-22).

Steve Hewitt noted that Monday would be perfect, as the Board will meet on Tuesday the 15th for its bi-weekly call.

Tim posed a few questions which need to be answered for the application.

1. Number of specifications developed:

Steve Hewitt responded that the NGEC has developed 6 vehicle specifications which are highlighted on the NGEC two-pager timeline. Each one is valued at approximately \$2 million if an entity had to begin from scratch in developing a spec. All specs are updated on a consistent basis, and this is vital to maintain them and keep them current and useful. It is a significant and extensive responsibility of the NGEC and is done through its Document Management Process.

2. Diversity and inclusion:

Environment, safety DEI criteria are all a part of what should be included in the application.

Steve Hewitt mentioned that the specifications, themselves, include safety requirements – state of the art technologies and meet FRA requirements.

The environment is always improved by the very fact that public transportation via transit of rail gets people out of cars. There are also efficiencies included in the requirements for the specifications.

Jason Biggs added that it is always difficult to link DEI criteria in a straight line, but the products resulting from the NGEC specs – new – improved - passenger rail equipment feeds into the passenger rail – public transportation and, in-turn feeds into all communities.

Steve Hewitt also added that the NGEC is fully inclusive when it comes to businesses or industry members involved in the NGEC. There are over 200 industry members from all kinds and sizes of manufacturing and supply companies across the US including women and minority owned businesses.

Troy Hughes added that the specifications include ADA requirements, and the products are ADA compliant.

Steve Hewitt added that Tim Ziethen should ask these questions next week of the full Executive Board and ask that when they review the application, they look to ensure these questions (and more) are answered or addressed within the application.

9.

Other issues/questions – All:

Adjourn:

With no other business forthcoming, Tim Ziethen adjourned the call at 3:54pm Eastern.

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

by phone: 1-415-655-0001

Access code: 126-073-1531

Next call – 12-7-22

Decisions - Action Items

Treasurer's Report – 11-9-22:

Balance and Spend Rate:

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Exploring/confirming funding options beyond 9-30-2023

As of 11-9-22:

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NGEC two-pager:

Distribution of Educational Document 2022:

As of 11-9-22, 625 copies of the NGEC 2022 two-pager educational document have been distributed.

Updating the two-pager:

On 11-9-22, After reviewing the recommended concept for new pictures and Timeline updates, the FASC approved sending the concept and recommendations to the Executive Board for its review and input and an opportunity to determine layout of photos and obtaining the dates and numbers of vehicles in-service for the Timeline.

Quarterly Grant Progress Report to FRA:

The FFY 2022 4th quarter report was submitted on time – at the end of October 2022.

The next report (First quarter FFY 2023) is due to FRA by COB 1-31-23.

NGEC Website Refresh:

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Next Call 12-7-22

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

11-9-22

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|---|--------------|
| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Approval – Minutes from 10-12-22 | Tim Ziethen |
| 4. Treasurer’s Update- Balance and Spend Rate | Tim Ziethen |
| 5. Website Refresh Status Update | Ray/Steve |
| 6. Updating the two-pager for 2023:
Discuss recommended Changes | Steve/John |
| 7. Consider recommended changes for submittal to the NGEC executive Board | Tim |
| 8. Status/Next Steps – CRISI grant application | Tim |

9. Other Issues/Questions

Tim

Next Call 12-7-22