



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

# NGEC FINANCE and ADMINISTRATIVE SUBCOMMITTEE

MINUTES

APRIL 24, 2024

3:00PM EASTERN

TEAMS MEETING

<b>FACILITATOR</b>	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
<b>ATTENDEES</b>	<i>Tim Ziethen, Mike Murray, Brian Beeler II, Melina Lopez, Matt Hensley for Amanda Martin and for Troy Hughes, Amanda Villani, Steve Hewitt, Strat Cavros, Barley Fields</i>
<b>ABSENTEES</b>	<i>Amanda Martin, Ray Hessinger, Troy Hughes, Shayne Gill, Larry Salci</i>

## DECISIONS MADE

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

FASC Chair Tim Ziethen 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.

**3. Approval of Minutes from the 2-28-24 and 3-27-24 meetings – Tim Ziethen, Amtrak**

On a motion by Melina Lopez, IDOT, and a second by Amanda Villani, WSDOT, the minutes from 2-28 and 3-27-24 were approved as submitted.

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

**Balance/Spend Rate Through February 2024**

Forecast/Accrual Amount to Reflect Billing Lag 60 days - \$30,000.  
 Invoiced + Accrual Expenses to date (through February – 103,831.34  
 Amtrak AOP Funding - \$260,000  
 Remaining funds (total available less Invoiced + Accrual) - \$156,168.66.  
 Estimated full year (YTD Incl. Carry Over + FC + Remaining Months @ Avg Spend TD) - \$170,132.02.  
 Current Average Monthly Spend - \$13,260.14

Strat Cavros added that invoiced expenses for March – reported in April were \$5,695.

**5. Status: Preparing Prior Grant Closeout Documents – Tim Ziethen:**

Tim is working with Steve Hewitt on the closing documents. Tim had a discussion with FRA regarding what is needed for closing out the prior grant. Tim intends to submit all closing documents by the end of the month (4-30-24) with the QPR (Quarterly Progress Report) for the second period of FY 2024 also to be completed by then - as per usual.

Tim noted there are three items required for FRA:

1. Financial report which Amtrak Grants Office is working on.
2. A final Quarterly Report to FRA as of 3-30-24 – the end of the no-cost grant agreement extension for the purpose of closing out the prior grant. The information for this report was previously provided on October 31, 2023, as a part of the final quarterly report for FY 2023.  
  
Steve Hewitt and Tim Ziethen will work on exactly what needs to be provided for this newly requested prior grant close out Quarterly Report.
3. FRA Form F33 – Summary form – which Steve Hewitt has taken a first pass at. This form highlights activities and goes with the final QPR.

These items are due to FRA by April 30, 2024.

Steve Hewitt and Tim Ziethen will meet on 4-24-24 to discuss these items. Tim will send Steve a calendar appointment.

## **6.**

### **Status: Quarterly Report (period ending 3-31-24) – Tim Ziethen:**

Tim reported that the plan is to continue preparing a quarterly report to be submitted internally to Amtrak and the NGEN Executive Board. The funding FY24 is coming from Amtrak – so submitting a QPR to FRA is no longer required, but continuing the QPR in its current format for internal Amtrak and for the NGEN Executive Board is a good business practice.

Steve Hewitt included milestone information as a part of the March NGEN Monthly Activities report and, as usual, this will be the information that is used in preparing much of the QPR.

## **7.**

### **Discussion – future funding options/next steps – Tim Ziethen:**

#### **Preparing CRISI Grant Application – steps/timeline:**

The CRISI Grant NOFO has been released. Tim is working with Amtrak Grants on filing a new application. The application is due to FRA by 5-28-24.

Steve Hewitt noted that he has some ideas for inclusion in the application and will discuss them on the call with Tim on Thursday (4-25-24).

Tim noted that a request for letters of support from the industry is being developed – similar to the last round and will go out from him. He encouraged states and others to “talk it up”.

Steve Hewitt added that he has NGEN funding – including CRISI - on the agenda for tomorrow’s (4-25-24) Technical subcommittee meeting and will give the industry the heads up and ask for continued support.

#### **Other potential funding opportunities:**

Tim commented that there was some discussion with the FRA, (while meeting about the close out of the prior grant), on possible other ways to align a federal grant with the current budget process. There are no new ideas but some that can be revisited – while also pursuing the CRISI grant. Ideas are welcome and encouraged. Send them to Tim Ziethen and Steve Hewitt.

## **8.**

### **Other issues/questions – All:**

With no other business forthcoming, Tim Ziethen adjourned the call at 3:28 pm Eastern.

**Next Meeting  
5-22-24**

## Decisions - Action Items

### Balance/Spend Rate Through February 2024

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Remaining funds (total available less Invoiced + Accrual) - \$156,168.66.  
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Current Average Monthly Spend - \$13,260.14

Strat Cavros added that invoiced expenses for March – reported in April were \$5,695.

### Preparing Prior Grant Close Out – next steps:

There are three items required for FRA:

1. Financial report which Amtrak Grants Office is working on.
2. A final Quarterly Report to FRA as of 3-30-24 – the end of the no-cost grant agreement extension for the purpose of closing out the prior grant. The information for this report was previously provided on October 31, 2023, as a part of the final quarterly report for FY 2023.  
  
Steve Hewitt and Tim Ziethen will work on exactly what needs to be provided for this newly requested prior grant close out Quarterly Report.
3. FRA Form F33 – Summary form – which Steve Hewitt has taken a first pass at. This form highlights activities and goes with the final QPR.

These items are due to FRA by April 30, 2024.

Steve Hewitt and Tim Ziethen will meet on 4-24-24 to discuss these items. Tim will send Steve a calendar appointment.

### Future Funding for the NGE:

#### Preparing CRISI Grant Application – steps/timeline:

The CRISI Grant NOFO has been released. Tim is working with Amtrak Grants on filing a new application. The application is due to FRA by 5-28-24.

A request for letters of support from the industry is being developed – similar to the last round and will go out from Tim Ziethen. States are asked to “talk it up”.

Steve Hewitt will raise this with industry members on the 4-25-24 NGE technical subcommittee call.

#### Other potential funding opportunities:

Tim Ziethen had some discussions with the FRA, (while meeting about the close out of the prior grant), on possible other ways to align a federal grant with the current budget process. There are no new ideas other than what has been previously looked at by the NGE, but some could be revisited – while also pursuing the CRISI grant. Ideas are welcome and encouraged. Send them to Tim Ziethen and Steve Hewitt.

### NGEC 2024 two-pager:

The 2024 version of the two-page educational flyer is now available electronically or in hard copy by request from Steve Hewitt. It is also posted on the NGE website [www.ngec.org](http://www.ngec.org).

To date: 460 copies (hard and electronic) have been distributed.

### Quarterly Report (period ending 3-31-24):

This report is being prepared by Steve Hewitt and Tim Ziethen for submittal (internally) by 4-30-24.

**Next Meeting  
5-22-24**

**ATTACHMENTS**



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

Microsoft Teams meeting  
**Join on your computer, mobile app or room device**  
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**AGENDA  
4-24-24  
3:00PM Eastern**

- |  |              |
|--|--------------|
| 1. Welcome/Open  | Tim Ziethen  |
| 2. Roll Call   | Steve Hewitt |
| 3. Approval – Minutes from 2-28-24 and 3-27-24   | Tim Ziethen  |
| 4. Treasurer’s Update  | Tim Ziethen  |
| Update - Balance/Spend Rate/Forecast – New Report  |              |
| 5. Status: Preparing Prior Grant Close Out Documents   | Tim          |
| 6. Status: Quarterly Report (period ending 3-31-24)  | Tim          |
| 7. Discussion – future funding options/next steps  | Tim/All      |
| Preparing CRISI Grant Application steps/timeline<br>Discussing potential funding options – FY25 Appropriations?/Other? |              |
| 8. Other Issues/Questions  | All          |

**Next Meeting 5-22-24**