

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

JANUARY 4, 2023

3:00PM EASTERN

WEBEX MEETING

FACILITATOR	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Tim Ziethen, Ray Hessinger, Jeff Gordon, Brian Beeler II, Amanda Martin, John Oimoen, Troy Hughes, Jason Biggs, Shayne Gill, Strat Cavros, Steve Hewitt</i>
ABSENTEES	<i>Larry Salci, Rebecca Anger, Mike Murray</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 12-8-22 conference calls – Tim Ziethen, Amtrak

On a motion by John Oimoen, IDOT, and a second by Jason Biggs, WSDOT, the minutes from the 12-8-22 FASC call were approved as submitted.

4.

Treasurer's Update – Tim Ziethen:

Balance and Spend Rate:

Preliminary Report through October 2022:

Total Initial Grant Amount: \$1,250,000.
Expenses Incurred through OCTOBER 2022: \$1,060,656.68
Balance remaining: \$ 189,343.42
Current Spend Rate per month (as info and used in calculating): \$14,524.33
Estimated Balance at the end of the Extension Period (Contingency): around \$29,000.00

Note:

The estimated balance will be where the costs for the website refresh will be derived. The contract with iEngineering is a Fixed Price Contract (not to exceed \$12,000.00).

Steve Hewitt mentioned the increase AV costs for the Hybrid Annual meeting. Tim stated that, while it is higher than last year – the costs were high, and he was of the opinion that the balance anticipated will be enough to handle these increased costs.

Steve also mentioned the Casamar invoice and the fact that it was noted in that invoice that there was slightly over \$1,000 remaining on the original \$60,000 contract.

Tim suggested that Tammy Krause provide a projection of cost for technical writing from now through the end of September and that will determine whether there is enough in the current contract or whether the need will be there to execute and amendment or new contract to cover the costs.

Steve Hewitt will ask Tammy to stay on the line tomorrow after the Technical subcommittee call and ask her to prepare a projection for the Executive Board meeting next week (1-10-23).

Steve also asked Tim to review the current invoice from Casamar so that AASHTO can pay it. Steve will

also ask Tammy to confirm that the invoice is correct since Tammy is the one who assigns the technical writing work and oversees the technical writer as a part of document control.

**5.
Updating the two-pager for 2023 – Steve:**

On 1-4-23, Steve Hewitt distributed the DRAFT 2023 version of the NGEC two-pager for review and comment by FASC members. The new version was prepared by Laura Seabaugh, MODOT Graphic Arts based on changes previously approved by the FASC and Executive Board. Laura took the updates and re-formatted the document including new photos as provided by Steve Hewitt.

Steve expressed his appreciation for how quickly Laura turned around the changes and re-formatted it. Jeff Gordon recommended that one of the Surfliner pictures on page two be changed to a Venture car. The pictures right now are "locomotive heavy." Jeff recommended the photo with the file name 380 in a zip file of two photos previously sent by IDOT several months ago. Steve Hewitt will provide this request and information to Laura Seabaugh and will ask that the new photo be credited to Art Peterson.

The next step will be for the Executive Board to approve the DRAFT and it will be finalized and printed for distribution electronically and in hard copy at the Annual meeting. Steve Hewitt noted that he will ask for fewer hard copies this year (150) as less are requested each year – with electronic copies being more popular.

Website Refresh Status Update – Steve Hewitt:

Steve Hewitt reported that the website refresh is complete and has gone live at ngec.org. iEngineering completed the task within the agreed upon performance period. While there will always be additional updates to the site – for all intents and purposes the structure and content is what was agreed to.

Steve Hewitt will do a thorough review and provide AASHTO with document updates that may not yet have been included.

Jeff Gordon asked about who had access to the server and who would make the changes and updates. Shayne Gill responded that AASHTO will continue to maintain the website in the same manner as it currently does. iEngineering was asked to do the refresh/overhaul with AASHTO continuing in its current role thereafter.

Steve asked if AASHTO can make changes to photos (with accreditation) as more recent or better shots become available. Shayne replied that AASHTO can make those kinds of minor updates.

**7.
Annual Meeting 2-3-23 – FASC and Treasurer’s Report Presentation – Tim Ziethen:**

Tim Ziethen walked through the DRAFT PowerPoint presentation. Jeff Gordon made a few suggestions, and all were agreed to.

Slide 3 – specification at the end of bullet one needs an (s)- plural.

Slide eight will be removed as the information is archived and available and not necessary to be rehashed again (relates to the previous grant agreement).

Slide ten bullet three will be clarified by removing the second sentence.

Tim Ziethen will make those changes and any additional corrections and provide a new draft for FASC members to review.

**8.
FASC 2023 Call Schedule – Steve:**

The 2023 call schedule will remain the same for 2023. The FASC meets every 4 weeks on Wednesdays at 3:00PM Eastern. The February call will be canceled due to the NGEC Annual Meeting taking place on 2-3-23. The next FASC call will be held on 3-1-23.

**8.
Other issues/questions – All:**

With no other business forthcoming, Tim Ziethen adjourned the call at 3:35pm Eastern.

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

by phone: 1-415-655-0001

Access code: 126-073-1531

Next call – 3-1-23

Decisions - Action Items

Treasurer's Report – 1-4-23:

Balance and Spend Rate:

Preliminary Report through October 2022:

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

Expenses Incurred through October 2022: \$1,060,656.68

Balance remaining: \$ 189,343.42

Current Spend Rate per month (as info and used in calculating): \$14,524.33

Estimated Balance at the end of the Extension Period (Contingency): approximately \$29,000.

Note:

The estimated balance will be where the costs for the website refresh will be derived. The contract with iEngineering is a Fixed Price Contract (not to exceed \$12,000.00) and is paid upon completion.

Tim Ziethen will review the Casamar invoice and Steve Hewitt will confirm the work with Tammy Krause as well as a projection for the technical writing through 9-30-23 with slightly over \$1000 remaining on the Casamar contract amount of \$60,000.

Amtrak CRISI Grant Application for NGEC funding:

As of 1-4-23:

Tim Ziethen reported that the application was submitted to FRA before the deadline and is now uploaded on the FRA website.

The application is for \$2 million with a period of 5 years (although a sunset date is not known – Tim is checking). Amtrak is providing the 20% match (\$400,000) using non-federal funds (fare box), with the FRA providing the remaining \$1.6 million. The application is comprehensive – more than thirty-five pages with included attachments.

The application received strong support internally from Amtrak (all the way to the top) and from associations such as, AASHTO, SPRC, RPA, from individual states, and from the major rail manufacturing and supply companies as well as individual members of the industry. The letters of support were submitted with the application.

NGEC two-pager:

Distribution of Educational Document 2022:

As of 1-4-22, 625 copies of the NGEC 2022 two-pager educational document have been distributed.

Updating the two-pager:

On 1-4-23, Steve Hewitt distributed the DRAFT 2023 version of the NGEC two-pager for review and comment by FASC members. The new version was prepared by Laura Seabaugh, MODOT Graphic Arts based on changes previously approved by the FASC and Executive Board. Laura took the updates and re-formatted the document including new photos as provided by Steve Hewitt.

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Quarterly Grant Progress Reports to FRA:

The FFY 2022 (fourth quarter) report was submitted on time.

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

NGEC Website Refresh:

As of 1-4-23:

The new NGEN website is now live at www.ngec.org.

2023 NGEN Annual Meeting – 2-3-23:

On 1-4-23, Tim Ziethen walked through the DRAFT PowerPoint presentation. Jeff Gordon, FRA, made a few suggestions, and all were agreed to.

Slide three – specification at the end of bullet one needs an (s)- plural.

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Next Call 3-1-23

ATTACHMENTS



Our Vision: The NGEN provides 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

1-4-23

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| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Approval – Minutes from 12-8-22 | Tim Ziethen |
| 4. Treasurer’s Update- Balance and Spend Rate | Tim Ziethen |
| 5. Two-pager 2023 version – status | Steve |
| 6. Website Refresh Status Update – release of new website | Steve |
| 7. NGEC Annual Meeting 2-3-23 – overview FASC presentation | Tim |
| 8. FASC call schedule | Steve |
| 9. Other Issues/Questions | Tim |

Next Call 3-1-23