

SECTION 305 FINANCE and ADMINISTRATIVE SUB COMMITTEE

MINUTES

MARCH 29, 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, Mike Murray, Shayne Gill, Strat Cavros, Barley Fields, Steve Hewitt</i>
ABSENTEES	<i>Larry Salci, John Oimoen, Amanda Martin, Troy Hughes, Jason Biggs</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 could not confirm the presence of a quorum.

It was agreed to hold the meetings but take no votes and make no decisions.

3.

Approval of Minutes from the 3-1-23 web meeting – Tim Ziethen, Amtrak

Due to the lack of a quorum consideration of approval of the 3-1-23 Minutes was tabled.

4. 5. 6.

Agenda items 4 through 6 were covered in the following discussion:

Treasurer's Update – Tim Ziethen:

Tim reported that he had not received new invoices beyond the December invoices as reported to the Executive Board on 3-21-23. Tim reiterated what those numbers were:

Balance/Spend Rate Through December 2023

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

Expenses Incurred through December 2022: \$1,084,266.24

Balance remaining: \$165,733.42.

Estimated spend at current rate for balance of the Grant: \$130,112.01

Current Spend Rate per month (as info and used in calculating): \$14,456.89.

Estimated Balance at the end of the Grant Period: \$35,621.00.

Forecast:

Remaining Funds through December 2022: \$165,733.26

Balance Run Rate: \$35,621.25

Carry Forward Balance: \$15,008.00

Available: \$50,629.25

Expenses Above Run Rate:

Larry Salci: Tech Review: \$19,131.35

Casamar/TLK: \$22,346.30

Website Refresh: \$10,000.00

Annual Meeting Travel/Misc.: \$4,000.00

Forecast Above Run Rate: \$ 54,477.65

Balance Favorable/Unfavorable: \$ (3,848.40)

Strat Cavros, AASHTO added that AASHTO has submitted the January invoice in the amount of \$18,348.41. He added that this amount includes Casamar.

Strat also noted that the February invoice would be in the amount of \$26,456 and would include \$10,000 for iEngineering.

Steve Hewitt asked if Larry Salci's has been paid. Strat said that payment would be included in the March invoice.

Determining if gap funding will be needed and how much?

Tim reported that he has not yet heard back from the Amtrak grants office regarding gap funding if the expenses result in the negative. Currently projections would be that the Committee will be in the negative at around \$4,000, but there are variables that could change that either to the good or could be worse. Thus far, all numbers are coming in as anticipated in the forecasts.

Tim also noted that if the Amtrak NGECC CRISI grant application is approved, there will be a need for bridge funding in anticipation of the funding being obligated. The process usually takes about 6 months and the CRISI grant announcements will not come out until the May-June timeframe.

Tim also noted that he has not heard back from Amtrak grants on this question or on the issue of other options which would potentially include approaching FRA with a direct request for funding if the grant application is not approved.

Ray Hessinger suggested that "we have it Teed up" for immediately after the May-June timeframe to go directly to Amit Bose with a request for funding if a CRISI grant is not awarded.

Ray added that this action should be ready to go, but not acted on until the CRISI grants have been announced.

Tim agreed and added that this is one of the discussions he will have with Amtrak grants as to how and when to approach FRA.

7.

Other issues/questions – All:

With no other business forthcoming, Tim Ziethen adjourned the call at 3:16PM Eastern.

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

by phone: 1-415-655-0001

Access code: 126-073-1531

4-26-23

Decisions - Action Items

Treasurer's Report – 3-29-23:

Balance/Spend Rate Through December 2023

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Balance Favorable/Unfavorable: \$ (3,848.40)

As of 3-29-23 – the January AASHTO invoice has been submitted (not in the above calculation) in the amount of \$18, 348.42 and includes a Casamar payment. February will be in the amount of \$26, 456.and will include the iEngineering payment. March will include the Larry Salci payment.

NGEC Funding - FASC Recommendation – accepted/approved by NGEC Executive Board on 3-7-23:

Continue to monitor the current funding and expenditures closely.

Accept the reduce scope and budget for Casamar through 9-30-23.

Continue to look at alternate funding sources.

Make a hard decision no later than June 2023 based on what happens with the CRISI Grant application.

Request other Amtrak projects sources to fill the gap if there is a shortfall – possibly \$10-\$15,000.

Look for bridge funds or pre-award funding depending on the results of the CRISI Grant application.

3-29-23:

Ray Hessinger suggested that the Committee be ready immediately after the May-June timeframe to go directly to Amit Bose, FRA with a request for funding if a CRISI grant is not awarded. This request should be ready to go, but not sent until the CRISI grant announcements have been made. Only if the NGEC grant is not awarded would the request for direct FRA funds be submitted.

CRISI Grant Application Status:

As of 3-29-23:

No change from previous report. Announcements on grant applications to be awarded are anticipated to occur in the May-June 2023 timeframe.

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.

Tim Ziethen reported on 3-1-23 that there is nothing new on the status of this application, but that the timeframe for hearing whether it is approved or not is May-June 2023.

NGEC two-pager:

The 2023 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 NGEC website www.ngec.org.

To date: 330 copies (hard and electronic) have been distributed.

Quarterly Grant Progress Reports to FRA:

The FFY 2023 (first quarter 2023) report was submitted on time.

The FFY 2023 second quarter report is due to FRA by April 30, 2023

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Next Call 4-26-23

ATTACHMENTS



Our Vision: The NGEC 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:

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**AGENDA
3-29-23**

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|---|--------------|
| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Approval – Minutes from 3-1-23 | Tim Ziethen |
| 4. Treasurer's Update- Balance and Spend Rate | Tim Ziethen |

5. Assessment NGECE available funding and prioritization of activities for the period beginning on January 1, 2023, through September 30, 2023

Tim Ziethen

6. Next Steps:

Tim Ziethen/All

Determining if gap funding will be needed and how much.

Determining the source of such funding:

Approaching FRA regarding funding options

Approaching Amtrak regarding funding options

7. Other Issues/Questions

Tim

Next Call 4-26-23