

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
at the Washington Metropolitan Area Transit Authority
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
Wednesday October 20, 2010
12:45 – 15:30
Final Minutes

Name	Agency	Phone	Email
Matt Bassett	TOC/DRPT	[REDACTED]	[REDACTED]
Jim Benton	TOC/MDOT	[REDACTED]	[REDACTED]
Eric Madison	TOC/DDOT	[REDACTED]	[REDACTED]
Emile Smith	TOC/DDOT	[REDACTED]	[REDACTED]
Dave Harlan (via teleconference)	TOC/DRPT	[REDACTED]	[REDACTED]
Eloy Recio (via teleconference)	TOC/DRPT	[REDACTED]	[REDACTED]
Ken Korach	TRA/TOC	[REDACTED]	[REDACTED]
Robert Kogan	TRA/TOC	[REDACTED]	[REDACTED]
Thomas Luglio (via teleconference)	TRA/TOC	[REDACTED]	[REDACTED]
Sgt. Nopadon McKee	WMATA – MTPD	[REDACTED]	[REDACTED]
Ken Sundberg	WMATA – SAFE	[REDACTED]	[REDACTED]
James Dougherty	WMATA – SAFE	[REDACTED]	[REDACTED]
Joe Krempasky	WMATA - CENV	[REDACTED]	[REDACTED]
Gene Garzone	WMATA – CMNT	[REDACTED]	[REDACTED]
Brian Glenn	FTA	[REDACTED]	[REDACTED]
Dan Epps	WMATA - RTRA	[REDACTED]	[REDACTED]
Shiva Pante	WMATA – Chief of Staff	[REDACTED]	[REDACTED]
Nopadon McKee	WMATA – MTPD	[REDACTED]	[REDACTED]
Brian Glenn	FTA	[REDACTED]	[REDACTED]
John Sevier	WMATA –TIES	[REDACTED]	[REDACTED]

First Segment (12:45-14:00) TOC & TRA Only

TOC members discussed the payments due to MWCOG. Per E. Madison, T. Savoie from COG has confirmed receipt of DC's payment. MWCOG is currently running a significant deficit in its contract with TRA.

E. Madison gave a summary of the status of candidates for the DDOT full time TOC member position. Currently DDOT is still in the process of interviewing candidates.

The group reviewed the minutes from the September 2010 TOC meeting. One of the action items related to setting up a meeting with WMATA regarding CAP nomenclature. Additionally, per the action items, TOC provided a revised Program Standard & Procedures (PS&P) to FTA in response to several FTA audit findings directed at TOC; however, WMATA has not yet had the opportunity to review and comment on the new PS&P. As such TOC shall set up a meeting with WMATA to discuss changes in the new PS&P. **Action Item: TOC shall set up a meeting with WMATA to discuss changes to the PS&P. (Completed)** **Action Item: TOC shall set up a meeting with WMATA to discuss CAP nomenclature.**

The group discussed setting up an “orientation” session for TOC members and staff regarding WMATA’s work efforts in developing the “loss-of-shunt tool” for the Automatic Train Protection (ATC) system. **Action Item: TOC shall work with WMATA to set up an ATC orientation session. (Completed; meeting was held on 10/26/10.)**

M. Bassett gave a summary of the most recent policy issues. The draft TOC – WMATA MOU has recently undergone review and comment by WMATA, and is currently in TOC’s hands for further review and revision. The next TOC Executive Committee Meeting is scheduled for December 6, 2010.

The group discussed the release of the final report from the Triennial Safety and Security Review, and subsequent confusion among media outlets regarding a finding about the WMATA design criteria used for the Dulles Corridor Project.

The group discussed the need to submit a package to NTSB in response to Recommendation R-10-6 from the final report of the investigation into the 6/22/09 Ft. Totten collision. The recommendation was for TOC to address all of the FTA audit findings directed to TOC in the March 4, 2010 final report. TOC will provide NTSB with a letter indicating that TOC accepts the recommendation and is committed to addressing it, along with all of the supporting materials provided to FTA thus far in support of addressing those audit findings. **Action Item: TOC shall submit a package to NTSB in response to Recommendation R-10-6 (completed).** TOC has not yet received feedback on the most recent submission to FTA in response to their SSO audit findings directed to TOC.

M. Bassett provided a summary of the most recent CAPTURE meeting. Although TOC and WMATA were able to close a handful of CAPs, WMATA did provide status updates on numerous other open CAPs. One particular CAP, regarding the presence of drawings in substations, is pending the on-site verification of TOC. **Action Item: TOC will schedule a time to view these substation drawings with WMATA. (Completed – note that TOC is unable to close this CAP as the substation drawings did not appear to be complete during the on-site verification).** **Action Item: TOC will provide updated CAP spreadsheets to WMATA based on the results of the 10/19 CAPTURE meeting. (Completed)**

M. Bassett discussed the need to schedule several working meetings with WMATA, including an accident working meeting, a hazard management meeting, as well as the next CAPTURE. **Action Item: TOC will work with WMATA to schedule these meetings.**

J. Benton gave an update on WMATA’s efforts to address wrong-side door openings, and indicated that WMATA has issued a notice to proceed on an engineering fix.

The group discussed the need for TOC to follow up with WMATA concerning when the next meeting on the 7000 series railcar procurement will be. **Action Item: TOC shall follow up with WMATA on when the next 7000 series railcar meeting will take place. (Completed; TOC was notified that the next 7000-Series Stakeholders meeting will be held on 11/23/10.)**

M. Bassett gave an update on the WMATA rulebook. As of this meeting, the rulebook is being produced.

E. Recio and D. Harlan gave a summary of the new WMATA RWP class that they attended. They each attended the Level 1 training (there are four levels). D. Harlan indicated that the class appeared to be a work in progress and that they had the opportunity to offer comments on how to improve the course. The TOC members also discussed the issue of the lack of a field component to the new RWP course. **Action Item: TOC will follow up with WMATA to have a discussion regarding a field component to the RWP training to provide ROW familiarization to students.**

Action Item: TOC will follow up with WMATA to determine the status of the RWP training programs, for each of the four levels.

Action Item: TOC members and staff (including TRA) will coordinate attendance of the Level 1 class, and/or higher level classes, as appropriate.

Next TOC Internal Meeting: Wednesday November 17th, 12:45 p.m.

Second Segment (14:00-15:30) Including WMATA, FTA

The group discussed the minutes from the September meeting. With no comments from those present, the minutes were approved.

M. Bassett discussed the final report from the Triennial Review. The report has been posted on the TOC website. WMATA has 45 calendar days from receipt of the final report to develop CAPs.

The group discussed setting up meetings to review the revised TOC PS&P as well as the revised WMATA SSPP. **Action Item: TOC will follow up with WMATA to schedule these meetings (PS&P meeting completed; SSPP meeting pending).**

M. Bassett and R. Kogan gave a summary of the previous day's CAPTURE meeting. J. Benton will set up a time with WMATA to verify the presence of line drawings in traction power substations.

K. Sundberg gave an update on recent accidents and incidents. There was a "hard coupling" on the Red Line in which two individuals were transported for injuries. The cause remains under investigation. There was also a collision with a bumping post at Branch Avenue Yard that remains under investigation. **Action Item: WMATA shall provide TOC with reports on each of these accidents.**

M. Bassett and J. Benton described a meeting with railcar maintenance and vehicle maintenance to discuss the fix being put in place to address wrong side door openings. The group discussed the mechanics of the system to be installed.

M. Bassett gave an update on TOC participation in the ATC system upgrade process/loss of shunt tool development process. At yesterday's CAPTURE meeting

TOC made clear the intent to participate in such meetings, as there appeared to be a miscommunication about exactly what TOC wanted to do in terms of meeting attendance, briefings, etc. TOC clarified that the intent of such participation is to be kept up to speed on the ATC system upgrade process, regardless of whether ARINC or some other contractor is involved, or if WMATA is performing all engineering work internally. **Action Item: TOC will follow up with WMATA to set up an “orientation” for TOC members and staff on the current status of the ATC project. (completed)**

In accordance with earlier discussion, WMATA indicated that Board of Directors has approved the production of the new rulebook.

K. Sundberg gave an update on the RWP program. This is the first week that the training program is being rolled out.

WMATA will be conducting an internal safety audit of the IT department on Wednesday October 27. WMATA recently conducted an internal audit of the maintenance functions. Incremental reports and response plans remain a work in progress. WMATA has been working with its consultant on the internal safety audit program.

B. Glenn reminded WMATA that their response to the NTSB 6/22/09 accident recommendations is due in early November. WMATA is preparing their response and TOC indicated that they will also be submitting a response (since completed).

The group discussed upcoming meetings, including the next Executive Safety Committee meeting (Oct. 26th), WMATA Board Safety & Security Committee and Board of Directors meetings (Oct. 28th). M. Bassett described a handful of work sessions that need to take place, including a discussion of the revised PS&P, and CAP nomenclature. K. Sundberg indicated that WMATA would provide TOC information on the date, time, and location of the next Safety and Security Certification Committee meeting.

Next TOC-WMATA Monthly Meeting: Wednesday November 17, 2010, 2:00 p.m.